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ABSTRACT

These State Curriculum Standards for Business Education are designed for use by school district administrators and teachers in developing local business education programs. The first section shows a cross-reference of new courses and programs to existing courses and programs in Delaware. Course descriptions that identify the title, length, and general description of each course/program follow. The second section lists business education curriculum standards for grades 7-8 and 9-12. One course, Elementary Keyboarding, addresses standards for grades K-8. Each set of standards includes a program objective that describes the area of instruction correlated with indications of what the student will be expected to do in these instructional areas. The 43 courses/programs include principles of business; business administration and management; business economics; international business management; business law; accounting; bookkeeping; recordkeeping; business math; computer operations and services; data entry; programming with business applications; introduction to computer and information technology; business computer software applications; program design and development; operating systems/networking; financial information processing; banking applications; business communications; applied business mathematics; specialized information processing; keyboarding; work processing; and spreadsheet management. (YLB)

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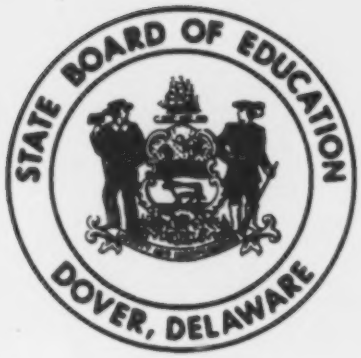
BUSINESS EDUCATION

CURRICULUM STANDARDS

K - 12



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BUSINESS EDUCATION

CURRICULUM STANDARDS

K - 12

Steve Darnell, State Supervisor
Business Education

The Delaware Department of Public Instruction
Vocational Education Division

Revised October, 1990

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FOREWORD

Business education is an important component of the educational program in Delaware. A dynamic and ever-changing curriculum area, its goals identify the increasing importance of acquiring skills and knowledge for and about business. Business education offers all students an opportunity to achieve maximum development as citizens and workers.

In order to meet the needs of all students, this document was developed under the leadership of the Vocational Education Division, Department of Public Instruction, by local personnel for use in local school districts. Within the contents of this document is the framework for developing and maintaining successful business education programs. This framework provides educational, civic, and cultural foundations that will equip students with business knowledge and skills for success in attaining their personal goals, continuing their education and effectively entering the workforce.

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INTRODUCTION

In today's educational environment, business educators are faced with declining secondary enrollments and fewer resources available to them for instructional use. Given these restraints, and the responsibility of providing life-long learning skills relevant to the students' personal and vocational interests, the business educator is faced with devising and developing programs that will help all students attain their goals, prepare for higher education, and successfully enter the workforce. The Delaware Department of Public Instruction recognizes these challenges for the classroom teacher and has responded by providing curriculum standards for business education. These curriculum standards identify the framework for Delaware business education and the components necessary for successfully developing programs of instruction.

The need for a sound program in business education has been documented through the years. The ever-changing business environment in Delaware has responded positively to business education by employing students while in school and retaining these students as permanent personnel. Many of the knowledges and skills taught in business education are viewed as essential to the education of all students. By the year 2000, eighty percent of the total workforce will work in information processing fields. The rapid advent of computer technology has made utilization of computers a vital part of the majority of businesses in Delaware, and confirmed good keyboarding skills are essential. In fact, ninety-one percent of business representatives surveyed at recent Business/Industry/Education Alliance (BIE) meetings feel all students should be required to be formally trained to use a keyboard.

The development of skills in business communication (including reading, writing, oral, and listening skills), human relations, and good work attitudes have been identified by employers nationwide as very important for success in the world of work. The 1986 White House Conference on Small Business released 60 recommendations for legislation to help small business. Their only educational recommendation in the top 10 (ranked number 6) was, "Include business education in curricula for grade school and high school."

HOW TO USE THE CURRICULUM STANDARDS

These standards are designed to be used by school district administrators and teachers in developing their local business education program. The standards are a resource guide for curriculum development. They are also a statement of the goals and objectives of the State business education program. Standards are not meant to offer day-to-day lesson plans. Rather, they should be used by administrators and teachers as a guide to the selection of strategies and materials to achieve these goals and objectives. Local curriculum development efforts should be directed towards those ends while making adaptations which meet local needs and goals.

Key sections to this booklet, Business Education Curriculum Standards, are as follows:

I. The first area shows a cross reference of new courses and programs to existing courses and programs. This cross reference is followed by course descriptions that identify the title, length, and general description of each course/program.

II. The second area lists business education curriculum standards for grades K-12 in the following categories: 7-8 and 9-12. One course, Elementary Keyboarding, addresses standards for grades K-8. Each set of standards includes:

   A. PROGRAM OBJECTIVE - Listed on the left side of the page which describes the area of instruction.

   B. STUDENT EXPECTATIONS - Listed on the right side of the page of what the student will be expected to do in these instructional areas.

STATE CURRICULUM POLICY

The State Board of Education believes that the curriculum in the public schools of Delaware must be systematically reviewed and refined on a periodic basis to ensure that it remains relevant to the needs of students in a rapidly changing society as well as in their respective communities.

In order to guide statewide curriculum development it is the responsibility of the Department of Public Instruction to establish and maintain State Curriculum Standards for all subject areas in grades K-12. Those Standards shall consist of general objectives for the instructional program and student performance expectations. The State Curriculum Standards shall serve as a base for the development of district curriculum. The Department shall establish and publish its multi-year schedule for the revision of specific Standards.

It is the the responsibility of each school district to develop curriculum guides for each subject area in grades K-12. By September, 1994 each district shall revise its curriculum guides in accordance with the State Curriculum Standards. Thereafter, the district revisions shall be completed within two years of the adoption of the revised State Curriculum Standards by the State Board of Education. All curriculum guides shall be approved by local school district boards of education on an annual basis.

CROSS REFERENCE OF BUSINESS EDUCATION

Business education courses and programs approved for use by the State Board of Education should be implemented by districts before beginning the 1991-1992 school year. In the interim, currently approved courses and programs will be used in preparation for using the new framework of curriculum standards. Use of local course titles, funding levels, and reporting will follow this same time schedule.

NEW CIP	NEW COURSE TITLE	EXISTING CIP	EXISTING COURSE TITLE
06.0101	✓Principles of Business	06.9999	Business & Management, other (Introduction to Business)
06.0401	✓Business Administration & Management	06.0499	Business Administration & Mgt. Other (Business Principles & Mgt.)
06.0499	✓Exploratory Business	07.9999	Business and Office, Other (Exploratory Business)
06.0501	✓Business Economics	06.0501	Business Economics
06.0901	✓International Business Management	None	New Course
06.9999	✓Business Law	07.0501	Personnel and Training Programs, General (Business Law)
07.0101	✓Introduction to Accounting	07.0101	Accounting, Bookkeeping, and Related Programs, General (Accounting)
07.0101	✓Advanced Accounting		
07.0101	✓Computerized Accounting		
07.0102	✓Bookkeeping	07.0103	Bookkeeping (Bookkeeping)
07.0103	✓Recordkeeping	None	New Course
07.0199	✓Business Math	07.0102	Accounting and Computing (Business Math)
07.0302	✱Computer Operations and Services	None	New Course
07.0303	✱Data Entry Principles, Controls and Operations	None	New Course
07.0305	✱Programming with Business Applications I	07.0300	Business Data Processing and Related Programs

NEW CIP	NEW COURSE TITLE	EXISTING CIP	EXISTING COURSE TITLE
07.0305	✳Programming with Business Applications II	07.0300	Business Data Processing and Related Programs
07.0307	✳Introduction to Computer and Information Technology	None	New Course
07.0308	✳Introduction to Business Computer Applications	None	New Course
07.0309	✳Business Computer Software Applications	None	New Course
07.0310	✳Program Design and Development	None	New Course
07.0314	✳Operating Systems/ Networking	None	New Course
07.0351	✳Financial Information Processing	None	New Course
07.0352	✳Banking Applications	None	New Course
07.0353	✳Applied Business Communications	None	New Course
07.0354	✳Applied Business Mathematics	None	New Course
07.0355	✳Specialized Information Processing	07.0605	Medical Secretary
07.0359	✳Employment Seminar	None	New Course
07.0401	✳Office Supervision & Management	None	New Course
07.0402	✳Business Ownership	None	New Course
07.0599	✓✳Cooperative Business Internship	07.0599	Personnel and Training Programs (Cooperative Office Occupations)
07.0601	✓Applied Business Technology	07.0699	Secretarial and Related Programs, Other (Intensive Office Education)
07.0607	✓Abbreviated Writing	07.0607	Stenographic (Shorthand I & II)

NEW CIP	NEW COURSE TITLE	EXISTING CIP	EXISTING COURSE TITLE
07.0701	✻✓Keyboarding/Document Formatting	07.0799	Typing, General Office, and Related Programs, Other (Keyboarding)
			-or-
		07.0701	Typing, General Office, and Related Programs, Other (Typing)
07.0703	✓Business Communications	07.0703	Correspondence Clerk (Business Communications)
07.0705	✓Business Technology and Procedures	07.0104	Machine Billing, Bookkeeping, and Computing (Office Technology)
			-and-
		07.0705	General Office Clerk (General Office Procedures)
07.0710	✓Intermediate Keyboarding	None	New Course
07.0799	✓Elementary Keyboarding	None	New Course (not an approved vocational-technical education course)
07.0801	✓Word Processing	07.0801	Word Processing
07.0802	✓Document Processing	07.0701	Typing, General Office and Related Programs, Other (Typing)
07.0901	✓Computer Software Applications	07.0802	Business Computer Applications
07.0902	✓Advanced Computer Software Applications	None	New Course
07.0910	✓Data Base Management	None	New Course
07.0911	✓Spreadsheet Management	None	New Course

✓ **These courses/programs are only offered by traditional, comprehensive school districts.**

✻ **These courses/programs are only offered by vocational-technical school districts.**

✻✓ **These courses/programs are offered by all school districts.**

PROGRAMS/COURSES IN BUSINESS EDUCATION

CIP CODE	TITLE/DESCRIPTION

06.0101 ✓PRINCIPLES OF BUSINESS
Principles of Business, a half-year or full-year, single-period course, provides an overview of the free enterprise system and a study of the students' roles as participating citizens in the system. An understanding of the interdependency of the elements of the American business system is developed and career opportunities in the field of business are identified. Grade level: 9-12.

06.0401 ✓BUSINESS ADMINISTRATION AND MANAGEMENT
Business Administration and Management, a half-year or full-year, single period course, describes the planning, organizing, and controlling of a business, including organizational and human aspects with emphasis on the knowledge and understanding necessary for managing people and functions, and decision making. Grade level: 9-12.

06.0499 ✓EXPLORATORY BUSINESS
Exploratory Business, a quarter, half-year or full-year, single-period course, provides students with a variety of activities designed to analyze careers in business. Students explore opportunities available in business management, secretarial and related, and accounting occupations. Grade level: 7-8.

06.0501 ✓BUSINESS ECONOMICS
Business Economics, a half-year or full-year, single-period course, describes the principles and methods for organizing a business firm and for combining resources to produce goods and services. Principles of economic decision making for students as consumers, producers, and citizens are introduced. Grade level: 9-12.

06.0901 ✓INTERNATIONAL BUSINESS MANAGEMENT
International Business Management, a full-year, single-period course, examines the principles and processes of import/export business, trade controls, foreign operations, attitudes and cultures, business operation and management, and other areas of concern in the global economy and business environment. Grade level: 9-12.

06.9999 ✓BUSINESS LAW
Business Law, a half-year or full-year, single-period course, provides a foundation for understanding the law as it pertains to students and businesses. Application of the legal system to individuals and society is included. Grade level: 9-12.

07.0101 ✓INTRODUCTION TO ACCOUNTING
Introduction to Accounting, a full-year, single-period course, introduces accounting principles, theory, and procedures for proprietorships, partnerships and corporations. The accounting cycle using double-entry accounting is completed. This course is to be taken prior to enrolling in Advanced Accounting or Computerized Accounting. Grade level: 9-12.

07.0101 ✓ADVANCED ACCOUNTING
Advanced Accounting, a full-year, single-period course, expands the principles, theory, and procedures introduced in Introduction to Accounting. Advanced applications and decision making based on financial reports is included in the course. Grade level: 10-12.

07.0101 ✓COMPUTERIZED ACCOUNTING
Computerized Accounting, a half-year, or full-year, single-period course, provides students opportunities to apply accounting theory to computerized information systems. Students must successfully complete Introduction to Accounting before enrolling in this course. Grade level: 10-12.

07.0102 ✓BOOKKEEPING
Bookkeeping, a full-year, single-period course, prepares individuals to perform accounting and related tasks in proprietorships, partnerships or corporations. Computing numerical and financial data is included in the course. Grade level: 9-12.

07.0103 ✓RECORDKEEPING
Recordkeeping, a half-year, or full-year, single-period course, prepares individuals to compute, classify and record numerical data for keeping single-entry records. Understanding of the organization, operation, and control of business through recording activities is included. Grade level: 9-12.

07.0199 ✓BUSINESS MATH
Business Math, a half-year or full-year, single-period course, emphasizes computational skills involving whole numbers, fractions, decimals, mixed numbers and percentages applied to business problems. Grade level: 9-12. (Math graduation credit may be given for this business course.)

07.0302 ✳COMPUTER OPERATIONS AND SERVICES
Computer Operations and Services, a full-year, block (two-periods) course, provides instruction in the planning, organizing, and managing of a computer center. Functions studied include library/storage, control, console, operations of mid-range and PC networks, time management, system security, and a variety of peripheral operations, such as, printers, bursters, decollators, COM and others. Grade level: 11-12.

07.0303 ✳DATA ENTRY PRINCIPLES, CONTROLS, AND OPERATIONS
Data Entry Principles, Controls, and Operations, a full-year, block (two-periods), two-year program, provides instruction about the role and function of a data entry section within a computer center. Emphasis is upon developing speed and accuracy using a variety of business simulations including banking and other financial services. Grade level: 11-12.

07.0305 ✳PROGRAMMING WITH BUSINESS APPLICATIONS I
Programming with Business Applications I, a full-year, block (two-periods) course, provides instruction using a second (procedural) computer language to include BASIC or PASCAL, not only for reviewing structured programming design, but also for introducing advanced techniques, including sorting, indexing, and character string manipulation. Programming assignments will emphasize business applications. Grade level: 11-12.

07.0305 ✻PROGRAMMING WITH BUSINESS APPLICATIONS II
Programming with Business Applications II, a full-year, block (two periods) course, is an extension of Programming with Business Applications I which enables students to gain experience in using currently appropriate computer languages to include COBOL, RPG or programming in a data base language, for completion of business applications. Grade level: 12.

07.0307 ✻INTRODUCTION TO COMPUTER AND INFORMATION TECHNOLOGY
Introduction to Computer and Information Technology, a half-year, block (two periods) course, is an introductory course that focuses upon the information processing cycle, parts of the computer, role of systems software, the purpose and functions of programming language software, and an introduction to computer programming using BASIC language. Grade level: 10-12.

07.0308 ✻INTRODUCTION TO BUSINESS COMPUTER APPLICATIONS
Introduction to Business Computer Applications, a half-year, block (two periods) course, provides an overview of business software and the role the microcomputer plays in business data processing. Emphasis is upon learning to utilize software relevant to word processing, spreadsheets, and data base formats. Grade level: 10-12.

07.0309 ✻BUSINESS COMPUTER SOFTWARE APPLICATIONS
Business Computer Software Applications, a full-year, single-period course, prepares students as entry-level users of software packages used in business applications: word processing, spreadsheets, data base management, graphics, and others. Grade level: 11-12.

07.0310 ✻PROGRAM DESIGN AND DEVELOPMENT
Program Design and Development, a full-year, single-period course, provides instruction in problem-solving with computers, including program development, file manipulation, report generation, and inquiry methods. Grade level: 11-12.

07.0314 ✻OPERATING SYSTEMS/NETWORKING
Operating Systems/Networking, a full-year, block (two periods) course, provides experience in using a personal computer operating system and a personal computer network. Grade level: 12.

07.0351 ✻FINANCIAL INFORMATION PROCESSING
Financial Information Processing, a full-year, single-period course, focuses on the accounting cycle and prepares students to operate a microcomputer when performing accounting and banking applications. Grade level: 11-12.

07.0352 ✻BANKING APPLICATIONS
Banking Applications, a full-year, block (two periods) course, assists students in exploring computer applications as they apply to a variety of banking functions, including credit management, loan processing, accounting, financial planning, and a variety of other banking services. Grade level: 12.

07.0353 ✳APPLIED BUSINESS COMMUNICATIONS
Applied Business Communications, a full-year, single-period course, is an instructional program that prepares students to apply the mechanics and psychology of effective oral and written communications for successful employment. Grade level: 10-12. (English graduation credit may be awarded for this business course.)

07.0354 ✳APPLIED BUSINESS MATHEMATICS
Applied Business Mathematics, a full-year, single-period course, provides a review of mathematical concepts and procedures frequently used in the world of business. It also provides instruction in applying mental arithmetic, pencil/paper computation, calculators, and computers to real-life business problems. Grade level: 10-12. (Math graduation credit may be awarded for this business course.)

07.0355 ✳SPECIALIZED INFORMATION PROCESSING
Specialized Information Processing, a full-year, block (two periods), two-year program, prepares students to perform a variety of business functions in an automated office setting. The content/emphasis of these learning experiences may be structured to specific vocational specialities such as but not limited to medical, legal, insurance, and banking. (The course/applications selected should match the career objectives of students enrolled in the program.) Grade level: 11-12.

07.0359 ✳EMPLOYMENT SEMINAR
Employment Seminar, a half-year, single-period course, provides students with the opportunity to develop skills needed to seek, obtain, and maintain employment, and change careers. Grade level: 12.

07.0401 ✳OFFICE SUPERVISION AND MANAGEMENT
Office Supervision and Management, a half-year, single-period course, prepares students with methods for planning, organizing, controlling, and evaluating procedure for meeting the information needs of business. Grade level: 12.

07.0402 ✳BUSINESS OWNERSHIP
Business Ownership, a half-year, single-period course, provides students with instruction in financing, marketing, staffing, and managing a service-based and a manufacturing-based business. Grade level: 12.

07.0599 ✳✓COOPERATIVE BUSINESS INTERNSHIP
Cooperative Business Internship, includes both related instruction (a full-year, single-period course), and on-the-job training (internship experience for a block of instructional time in a live office or business environment). The classroom-based instruction is designed to prepare individuals for successful business employment and reinforce skills needed for success on the job. Credit is awarded for both classroom work and on-the-job training. Grade level: 11-12.

07.0601 ✓APPLIED BUSINESS TECHNOLOGY
Applied Business Technology, a half-year or full-year, block program (two periods), prepares individuals to record and transcribe communications and data and to abstract, classify and file information. Use of business technology is integrated into instruction. Grade level: 10-12.

07.0607 ✓ABBREVIATED WRITING
Abbreviated Writing, a half-year or full-year, single-period course, prepares individuals to take direct dictation of correspondence, reports, instructions and directions, and other materials by hand and to transcribe dictated materials. Grade level: 9-12.

07.0701 *✓KEYBOARDING/DOCUMENT FORMATTING
Keyboarding/Document Formatting, each a half-year, single-period course, prepares individuals to use an electronic keyboard correctly for proficiency in producing personal and business documents. Keyboarding is to be taken prior to enrolling in Document Formatting. Document Formatting is to be taken prior to enrolling in Document Processing or Intermediate Keyboarding. Grade level: 7-12.

07.0703 ✓BUSINESS COMMUNICATIONS
Business Communications, a half-year or full-year, single-period course, emphasizes the refinement of the English language arts skills needed for effective oral and written communications. Extensive preparation in composing and analyzing business communications is provided. Grade level: 9-12. (English graduation credit may be given for this business course.)

07.0705 ✓BUSINESS TECHNOLOGY AND PROCEDURES
Business Technology and Procedures, a half-year or full-year, single-period course, prepares individuals to perform a variety of support duties such as copying data, compiling records and reports, providing information, operating business technology, and handling mail and correspondence. Grade level: 9-12.

07.0710 ✓INTERMEDIATE KEYBOARDING
Intermediate Keyboarding, a full-year, single-period course, prepares individuals to use an electronic keyboard correctly with emphasis on developing speed and accuracy. Students must have completed a full-year of Keyboarding/Document Formatting before enrolling in this course. Grade level: 8-12.

07.0799 ✓ELEMENTARY KEYBOARDING
Elementary Keyboarding, a quarter or half-year, course provides instruction for students enrolled in grades K-8 to learn proper technique for using an electronic keyboard. Instruction should occur before students learn to key complete words and sentences. Grade level: K-8. (This course is not an approved vocational-technical education course.)

07.0801 ✓WORD PROCESSING
Word Processing, a half-year or full-year, single-period course, prepares students to operate computer-based equipment to prepare correspondence, reports, tables, forms, and other printed materials by keying and storing text and/or data in memory for subsequent revision and editing. Grade level: 10-12.

07.0802 ✓DOCUMENT PROCESSING
Document Processing, a full-year, single-period course, prepares students to process documents electronically using a variety of business environments as a basis for the work. Emphasis is placed on production of work, communication skills, language arts, and problem-solving techniques. Grade level: 8-12.

07.0901 ✓COMPUTER SOFTWARE APPLICATIONS
Computer Software Applications, a half-year or full-year, single-period course, prepares students to complete business applications using commercially available software packages. Emphasis is placed upon using word processing, data base management, and spreadsheets. This course is to be taken prior to enrolling in Advanced Computer Software Applications. Grade level: 9-12.

07.0902 ✓ADVANCED COMPUTER SOFTWARE APPLICATIONS
Advanced Computer Software Applications, a half-year or full-year, single-period course, expands the principles and applications introduced in Computer Software Applications. Students are prepared to integrate business applications using software and use desktop publishing. Grade level: 9-12.

07.0910 ✓DATA BASE MANAGEMENT
Data Base Management, a half-year, single-period course, prepares students to use commercially available data base software for producing business reports, tables and other documents. Grade level: 9-12.

07.0911 ✓SPREADSHEET MANAGEMENT
Spreadsheet Management, a half-year, single-period course, prepares students to use commercially available spreadsheet software for producing business reports, tables, graphs and charts, and other documents. Grade level: 9-12.

✓ These courses/programs are only offered by traditional, comprehensive school districts.

*** These courses/programs are only offered by vocational technical school districts.**

***✓ These courses/programs are offered by all school districts.**

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
06.0101 Principles of Business

06.0101 Principles of Business, a half-year or full-year, single-period course, provides an overview of the free enterprise system and a study of the students' roles as participating citizens in the system. An understanding of the interdependency of the elements of the American business system is developed and career opportunities in the field of business are identified. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Banking	1. Explain the role of banking as it affects the producer and consumer.
	1.1 Evaluate the major services offered by banks.
	1.2 Identify the steps in establishing a checking account.
	1.3 Demonstrate the correct procedures for writing checks.
	1.4 Recognize various kinds of endorsements.
	1.5 Reconcile a bank statement.
	1.6 Prepare checking and saving deposit slips and savings withdrawal forms.
	1.7 Identify the advantages of maintaining a regular savings account.
	1.8 Identify methods of payment.
	1.9 Explain the proper use of an ATM card.

2. Budgets	2. Understand the importance of preparing a budget. 2.1 Analyze the reasons for budgeting. 2.2 Compare and justify budget items. 2.3 Record income and expenditures in proper format.
3. Business organizations	3. Gain knowledge of the types of organizations affecting the consumer. 3.1 Identify four types of business organizations and discuss the major advantages and disadvantages of each type. 3.2 Identify roles played by stocks in business organizations. 3.3 Extract information from the financial page of a newspaper.
4. Consumerism	4. Develop a knowledge of consumer rights. 4.1 Cite the purpose of consumer publications and examine consumer publications for product features, product quality, and product rating. 4.2 Compare the services provided by the various consumer protection agencies.

4.3 Compare samples of guarantees and warranties in terms of time covered and items covered.

4.4 Select the best buy among products and services.

4.5 Identify the rights and responsibilities of consumers.

5. Credit

5. Describe the concept of credit and its affect on the total economy.

5.1 Contrast the advantages and disadvantages of credit.

5.2 Compare the sources of credit.

5.3 Complete a sample credit application.

5.4 Compute monthly payments.

6. Economic systems

6. Gain a knowledge of the economic systems and how the consumer can effectively function in the free enterprise system.

6.1 Compare characteristics of communism, socialism, and capitalism.

6.2 List the types of resources used in the manufacture of products.

6.3 Categorize goods and services as needs or wants and justify the classification.

7.	Employment	7. Understand the importance of a planned career-selection process. 7.1 Gather and present information about various occupations. 7.2 Complete job application procedures.
8.	Insurance	8. Determine the economic risk to which most persons are exposed and the need for insurance coverage. 8.1 Identify benefits of purchasing insurance. 8.2 Compare coverages provided by automobile, health, life, and property insurance.
9.	Taxes	9. Develop an understanding of taxes as they affect the consumer. 9.1 Identify the reasons for paying taxes. 9.2 Identify the types of taxes. 9.3 Compute sales tax amounts. 9.4 Prepare a basic tax return.
10.	Computers and their impact	10. Develop an appreciation of the impact of computers. 10.1 Explain the impact of computer use on businesses and individuals.

11. Business Professionals of America	11. Participate in Business Professionals of America.
	11.1 Participate as a member in a variety of individual and chapter activities.
	11.2 Apply course concepts to projects sponsored by Business Professionals of America.
	11.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
	11.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

06.0401 Business Administration and Management

06.0401 Business Administration and Management, a half-year or full-year, single-period course, describes the planning, organizing, and controlling of a business, including organizational and human aspects, with emphasis on the knowledge and understanding necessary for managing people and functions, and decision making. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. American entrepreneurship	1. Demonstrate knowledge of entrepreneurship and factors affecting the American business system and factors affecting business. 1.1 Analyze characteristics of each type of business ownership. 1.2 Analyze the basic principle of supply and demand. 1.3 Describe social and ethical problems that affect business. 1.4 Classify types of government regulations that affect business. 1.5 Analyze current trends in business.
2. Business ownership	2. Identify the responsibilities, advantages and disadvantages of business ownership. 2.1 Contrast the advantages and disadvantages of business ownership. 2.2 List sources of information for starting a business.

2.3 Classify local and state requirements for starting a business.

3. Management functions

3. Identify management functions essential to the successful operation of a business.

3.1 Develop an organizational chart.

3.2 Describe basic principles of good management.

3.3 List examples of effective leadership traits.

3.4 Demonstrate proper business communication skills.

4. Human resource management

4. Describe how selecting, training, promoting, transferring, and discharging of personnel affect the operation of a business.

4.1 Identify reasons why a manager must be able to plan for current human resource needs and forecast future needs.

4.2 Identify ways employees are recruited and selected.

4.3 Describe current training methods (both on-the-job training and off-the-job training) used in business.

4.4 Describe ways employee performance is evaluated.

4.5 Identify the difference between a promotion and a transfer.

4.6 Describe the steps in an organization's discipline system which a manager should follow.

4.7 Identify reasons why employee separations occur in a business.

4.8 Identify factors most companies use on which to base their compensation policy.

4.9 Identify employee benefits which a typical company might furnish to employees and their families.

5. Finance

5. Demonstrate knowledge of sources of capital funding for each type of business ownership and interpret appropriate business records or statements.

5.1 Identify sources of finance and determine how they are used in the operation of a business.

5.2 Identify accounting statements that provide business information.

5.3 Compare financial services available from financial institutions.

5.4 Describe the use of credit by a business.

5.5 Distinguish between various types of insurable business risks.

6.	Marketing	6. Identify factors involved in producing goods and services and determine the most effective advertising procedures.
		6.1 Contrast marketing activities involved in buying, selling, transporting, sorting, financing, and risk taking.
		6.2 Describe the steps involved in ordering and receiving goods.
		6.3 Identify the steps involved in purchasing and pricing goods for resale.
		6.4 Explain the effective and ineffective qualities of salespersons.
		6.5 Compare major methods of promotion and factors involved in managing promotion.

7. Business Professionals of America	7. Participate in Business Professionals of America.
	7.1 Participate as a member in a variety of individual and chapter activities.
	7.2 Apply course concepts to projects sponsored by Business Professionals of America.
	7.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
	7.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
06.0499 Exploratory Business

06.0499 Exploratory Business, a quarter, half-year or full-year, single-period course, provides students with a variety of activities designed to analyze careers in business. Students explore opportunities available in business management, secretarial and related, and accounting occupations. Grade level: 7-8.

The program will provide instruction in:	The student will be expected to:
1. Self-awareness	1. Describe the importance of interpersonal relationships. 1.1 Describe personal strengths, weaknesses, and values. 1.2 Relate personal interests and work skills to career choices.
2. Decision making	2. Demonstrate the importance of decision-making. 2.1 Apply the principles of decision making through role-playing situations. 2.2 Evaluate ways in which the occupational choice will fulfill personal needs.
3. Occupational exploration	3. Identify qualifications or prerequisites for employment in accounting, secretarial, business management, and related areas. 3.1 Develop sources of job information. 3.2 Summarize information relating to educational requirements, skills, and salary. 3.3 Identify jobs within each area.

4.	Accounting and related exploration	4. Demonstrate knowledge of simple accounting functions. 4.1 Classify accounts: assets, liabilities, and capital. 4.2 Analyze the basic accounting equation. 4.3 Prepare a beginning balance sheet.
5.	Secretarial and related exploration	5. Demonstrate knowledge of basic secretarial activities. 5.1 Distinguish between the main parts of a personal business letter. 5.2 Proofread documents and indicate corrections. 5.3 Use abbreviated writing to take notes.
6.	Business management and related exploration	6. Demonstrate management functions. 6.1 Describe ways in which machines affect business activities (calculators, typewriters, computers.) 6.2 Analyze the checking account process. 6.3 Complete a basic job application. 6.4 Explain interview techniques.

7. Business Professionals of America	7. Participate in Business Professionals of America.
	7.1 Participate as a member in a variety of individual and chapter activities.
	7.2 Apply course concepts to projects sponsored by Business Professionals of America.
	7.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
	7.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
06.0501 Business Economics

06.0501 Business Economics, a half-year or full-year, single-period course, describes the principles and methods for organizing a business firm and for combining resources to produce goods and services. Principles of economic decision making for students as consumers, producers, and citizens are introduced. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Overview of American economic system	1. Demonstrate a basic knowledge of principles of the American economic system. 1.1 Define selected economic terms. 1.2 Explain the importance of studying economics. 1.3 Analyze the basic problem of unlimited wants versus limited resources. 1.4 Describe characteristics and goals of a free enterprise system. 1.5 Identify types of business organization and ownership.
2. Production	2. Demonstrate a knowledge of the factors affecting the production of goods and services. 2.1 Analyze the flow of goods and services and how the production of goods and services affects the GNP. 2.2 Diagram the flow of goods through the marketing system.

		2.3 Explain the relationships of types of business organizations to the ability of the organization to assemble, organize, and manage the factors of production.
3.	Price determination	3. Identify factors affecting the price of goods and services.
		3.1 Explain the effect of prices on kinds and quantities of goods produced.
		3.2 Analyze supply and demand in relation to price determination.
		3.3 Contrast competitive and monopolistic markets.
		3.4 Explain the rationale for monopolies in our economic system and why prices charged are regulated by government.
		3.5 Explain ways in which inflation can be controlled.
4.	Money and financial institutions	4. Demonstrate a knowledge of the monetary system and its influence on the economy.
		4.1 Evaluate the advantages of money over the barter system.
		4.2 Explain the effect banks have on our monetary system.
		4.3 Describe the purposes and organization of the Federal Reserve System.
		4.4 Generalize how the Federal Reserve System stabilizes the U.S. economy.

		4.5 Discuss relationships between the stock market and fluctuations of the economy.
5.	Labor and the economy	5. Describe the functions of profit and performance indicators as they relate to economic growth.
		5.1 Explain how the price of labor is determined.
		5.2 Speculate how labor unions affect the economy.
		5.3 Describe the use of performance indicators in the measurement of economic growth.
		5.4 Explain the concept of business cycles.
6.	Fiscal policy	6. Describe the sources of income and how they are used to finance federal government activities and social programs.
		6.1 Identify advantages of a balanced federal budget.
		6.2 List reasons for increased federal government expenditures.
		6.3 Explain why governments borrow money and who owes the national debt.
		6.4 Analyze the role of taxation in the American economy.
		6.5 Evaluate the role of social insurance in the American economy.

6.6 Explain how welfare is financed.

6.7 Describe the impact of welfare programs on our economy.

7. Business Professionals of America

7. Participate in Business Professionals of America.

7.1 Participate as a member in a variety of individual and chapter activities.

7.2 Apply course concepts to projects sponsored by Business Professionals of America.

7.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

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CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

06.0901 International Business Management

06.0901 International Business Management, a full-year, single-period course, examines the principles and processes of import/export business, trade controls, foreign operations, attitudes and cultures, business operation and management, and other areas of concern in the global economy and business environment. Grade level: 9-12.

The programs will provide instruction in:	The student will be expected to:
1. Computer technology	1. Utilize computer technology found in a business environment.
	1.1 Utilize keyboards with touch system to enter data.
	1.2 Process and manage information using popular software packages.
	1.3 Produce business documents.
2. Economic principles	2. Apply economic principles to business and the global economy.
	2.1 Classify economic systems.
	2.2 Analyze the free enterprise system.
	2.3 Determine the effects of government systems on the global economy.
	2.4 Forecast effects of interest rates.
	2.5 Analyze economic cycles and the impact on the global economy.
	2.6 Generalize the effects of imports and exports on the world economy.

3. World trade	3. Apply concepts of world trade to business environments. 3.1 Analyze the global economy. 3.2 Demonstrate effective human relations. 3.3 Contrast foreign cultures and customs. 3.4 Describe international banking practices. 3.5 Research world economic geography concepts, boundaries, barriers, politics and features.
4. Resource management	4. Manage business and economic resources effectively. 4.1 Examine contemporary management styles. 4.2 Identify organization structures. 4.3 Develop management objectives. 4.4 Apply principles of motivation regardless of environment and culture.

5. Entrepreneurship	5. Understand business ownership and risks of creating a new business. 5.1 Describe the effects of entrepreneurship. 5.2 Develop a business plan and marketing strategies for national and international operation. 5.3 Distinguish between successful markets and unsuccessful markets. 5.4 Describe finances of business ownership.
6. Business law	6. Apply relevant business law issues impacting business operation. 6.1 Analyze business law and the legal environment. 6.2 Identify contract laws. 6.3 Forecast the effects of insurance. 6.4 Describe rights and obligations of a business organization. 6.5 Research international law and the role of governments.

7. Business procedures and work ethics	7. Demonstrate recognized work ethics and follow established business procedures. 7.1 Compare European and Asian work ethics with those practiced in the United States. 7.2 Demonstrate the ability to work as a team member. 7.3 Manage time and tasks using work flow procedures. 7.4 Utilize international business vocabulary. 7.5 Sort priorities and solve business problems using effective decision making.
8. Communications	8. Communicate effectively with others. 8.1 Listen effectively. 8.2 Dictate instructions and documents. 8.3 Perform international mail functions. 8.4 Integrate foreign languages into business communications. 8.5 Compare telecommunication advantages and disadvantages. 8.6 Evaluate and summarize business documents and reports.

9. Pre-employment skills	9. Prepare for entry-level employment. 9.1 Identify career goals and career paths. 9.2 Develop employment documents. 9.3 Participate in a simulated interview. 9.4 Compare and contrast employment offers.
10. Business Professionals of America	10. Participate in Business Professionals of America. 10.1 Participate as a member in a variety of individual and chapter activities. 10.2 Apply course concepts to projects sponsored by Business Professionals of America. 10.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 10.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
06.9999 Business Law

06.9999 Business Law, a half-year or full-year, single-period course, provides a foundation for understanding the law as it pertains to students and businesses. Application of the legal system to individuals and society is included. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Understanding the law	1. Identify the basic legal rights and responsibilities as they apply to everyday roles of consumers, citizens, and workers.
	1.1 Define law.
	1.2 Identify the importance of law to the society, the citizen, the minor, and the consumer.
	1.3 Differentiate between common law and Roman civil law, tracing the development of U.S. law from English common law and Roman civil law.
	1.4 Contrast present-day laws to laws as they dealt with society of past generations.
	1.5 Identify sources of today's law: constitution, court decisions, statutes, and administrative law.
2. Law, crimes, and court proceedings	2. Describe laws, crimes, and court proceedings.
	2.1 Define criminal and civil law.
	2.2 Distinguish between a crime and a tort.

2.3 Describe the function of the courts in the Federal, State, and local court systems.

2.4 Sequence the manner in which a case proceeds through a criminal court system and a civil court system.

2.5 Explain the rights and responsibilities of high school students in public schools.

2.6 Compare and contrast laws governing minors and laws governing adults.

3. Contracts

3. Explain the purposes and uses of a variety of contracts.

3.1 Define the term contract.

3.2 Distinguish between the following classifications of contracts: valid, void, voidable, unenforceable, express, implied in fact, implied in law, bilateral, unilateral, oral, written, written under seal.

3.3 Identify the requirements of an offer and an acceptance.

3.4 Define consideration as it applies to contract law and list examples of valid consideration containing both benefit and detriment.

3.5 Explain breach of contract and name legal remedies available for resolution.

3.6 Define the conditions which allow contract rights to be assigned/delegated.

3.7 Name the ways a contract may be terminated or discharged: by performance, by agreement, by impossibility of performance, by operation of law.

4. *Personal applications of contracts

4. Discuss common contractual agreements and how they affect the consumer.

4.1 Define terms relating to the renting, leasing, or purchasing of a house: (contract for sale, deed, title search, abstract of title, mortgage, etc.)

4.2 Identify different types of financing available and discuss governmental agencies that assist in housing purchases (Federal Housing Administration, Department of Housing and Urban Development).

4.3 Compare and contrast the differences among renting, leasing, and buying a house.

4.4 Define the term insurance and list the different types of insurance available.

4.5 Identify the legal aspects of buying and insuring an automobile including the different kinds of automobile insurance policies, and the coverage required by the state.

4.6 Identify the essentials of an employment contract and laws related to employment.

4.7 Identify laws relating to sales contracts and how it affects transfer of ownership and risk of loss.

5. Business Professionals of America

5. Participate in Business Professionals of America.

5.1 Participate as a member in a variety of individual and chapter activities.

5.2 Apply course concepts to projects sponsored by Business Professionals of America.

5.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

5.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

*** Include in the full-year course.**

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0101 Introduction to Accounting

07.0101 Introduction to Accounting, a full-year, single-period course, introduces accounting principles, theory, and procedures for proprietorships, partnerships and corporations. The accounting cycle using double-entry accounting is completed. This course is to be taken prior to enrolling in Advanced Accounting or Computerized Accounting.
Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Accounting terminology	1. Demonstrate knowledge of accounting terminology. 1.1 Apply knowledge of accounting terminology.
2. Start an accounting cycle	2. Demonstrate a basic knowledge of accounting principles and concepts. 2.1 Identify assets, liabilities and capital. 2.2 Solve the accounting equation. 2.3 Structure a chart of accounts. 2.4 Prepare a beginning balance sheet.
3. Record and post the opening entry.	3. Journalize and post the opening entry. 3.1 Journalize the opening entry in a general journal. 3.2 Open general ledger accounts. 3.3 Post opening entry to the proper debit or credit sides of the general ledger accounts.

4.	Debit and credit accounts	4. Analyze "T" account transactions indicating increases and decreases of the accounts. 4.1 Utilize "T" accounts to label increase, decrease and balance side of accounts.
5.	Journalize and post business transactions	5. Analyze business transactions and record them in the proper journal. 5.1 Prove the equality of debits and credits. 5.2 Prove cash. 5.3 Post journal transaction and totals to the proper ledger accounts.
6.	Trial balance	6. Verify the accuracy of posting. 6.1 Prepare a trail balance.
7.	Worksheet	7. Organize a worksheet. 7.1 Complete trial balance columns of worksheet. 7.2 Complete adjustment columns of worksheet. 7.3 Determine net income or net loss. 7.4 Complete balance sheet columns of work sheet.

8.	Financial statements	8. Prepare and analyze financial statements. 8.1 Format an income statement. 8.2 Format a balance sheet 8.3 Format a distribution of net income 8.4 Format changes in capital statement. 8.5 Use the general and subsidiary ledgers to prepare schedules of accounts receivable and schedules of accounts payable.
9.	Adjusting and closing entries	9. Demonstrate the knowledge of posting, recording, adjusting and closing entries. 9.1 Analyze adjusting and closing entries, and record them in the proper journal. 9.2 Post adjusting and closing entries in the appropriate accounts.
10.	Post-closing trial balance	10. Organize a post-closing trial balance. 10.1 Prepare a post-closing trial balance.
11.	Employment	11. Recognize accounting career opportunities. 11.1 Identify various accounting related career areas as well as worker characteristics.

12. Business Professionals of America.	12. Participate in Business Professionals of America.
	12.1 Participate as a member in a variety of individual and chapter activities.
	12.2 Apply course concepts to projects sponsored by Business Professionals of America.
	12.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
	12.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0101 Advanced Accounting

07.0101 Advanced Accounting, a full-year, single-period course, expands the principles, theory, and procedures introduced in Introduction to Accounting. Advanced applications and decision making based on financial reports is included in the course. Grade level: 10-12.

The program will provide instruction in:	The student will be expected to:
1. Purchases journal	1. Journalize transactions in a purchases journal and post these figures and other pertinent information to the subsidiary and controlling ledgers. 1.1 Identify the terminology involved in the use of a purchases journal. 1.2 Journalize a purchase of merchandise on account. 1.3 Post from the purchases journal and general journal to the controlling and subsidiary ledgers.
2 Cash payments journal	2. Correctly journalize the transactions in a cash payments journal and post these figures to the subsidiary and controlling ledgers. 2.1 Identify the terminology involved in the use of a cash payments journal. 2.2 Journalize the payment transaction, with and/or without trade discount in a cash payments journal. 2.3 Post from the cash payments journal to the controlling and subsidiary ledgers.

3.	Sales journal	3. Journalize the transactions in a sales journal and post the necessary information to the controlling and subsidiary ledgers. 3.1 Identify the terminology involved in the use of a sales journal. 3.2 Journalize a sale of merchandise on account. 3.3 Post from the sales journal and general journal to the controlling and subsidiary ledgers.
4.	Cash receipts journal	4. Correctly journalize the transactions in a cash receipts journal and post these figures to the controlling and subsidiary ledgers. 4.1 Identify terminology involved in the use of a cash receipts journal. 4.2 Journalize the receipts of a cash transaction with and without a sales discount. 4.3 Post from the cash receipts journal to the controlling and subsidiary ledgers.
5.	General journal	5. Journalize transactions that should be entered in a general journal and post these figures and other pertinent information to the ledgers. 5.1 Journalize a purchase return and allowance transaction.

		5.2 Journalize the buying of supplies on account.
		5.3 Journalize the withdrawing of merchandise.
		5.4 Journalize a sales return and allowance transaction.
		5.5 Post the four-column general journal.
6.	Petty cash	6. Establish and replenish a petty cash fund.
		6.1 Establish and prove the petty cash fund.
		6.2 Replenish a petty cash fund.
7.	Payroll records	7. Complete a withholding exemption certificate, employee's time card, a payroll register, and an employee's earnings records.
		7.1 Complete a withholding exemption certificate.
		7.2 Complete an employee time card.
		7.3 Complete a payroll register.
		7.4 Fill out the employee information section of an employee's earnings record.
		7.5 Prepare an employee's earnings record.

8.	Payroll taxes and withholding taxes	8. Journalize the payroll entry, compute and record the employer's payroll taxes, and post these entries. 8.1 Journalize the payroll entry. 8.2 Compute, record, and post the payroll taxes.
9.	Paying the payroll taxes and withholding taxes	9. Pay the withholding and payroll taxes, both employee's and employer's portion, to the proper agency and record these payments in the proper journals and post to the specific accounts. 9.1 Pay and record liability for employee's income tax, FICA tax, and federal and state unemployment. 9.2 Post the withholding and the payroll taxes.
10.	Establishing allowance for bad debts and evaluating accounts receivable	10. Establish an allowance for bad debts account, determine the book value of accounts receivable, credit the amount of estimated bad debts on the worksheet, record the adjusting entry, post the adjusting entry, and report this amount as a deduction of accounts receivable on the balance sheet. 10.1 Figure the estimated amount of accounts receivable. 10.2 Determine the book value of accounts receivable. 10.3 Establish an allowance for bad debts account.

		10.4 Enter the adjusting entry for allowance for bad debts account.
		10.5 Record and post the adjusting entry.
11.	Depreciation of plant assets	11. Compute the depreciation of a plant asset.
		11.1 Figure depreciation of a plant asset using the straight-line method.
		11.2 Determine the book value of a plant asset.
		11.3 Record adjustments for depreciation.
		11.4 Record the disposition of plant assets by (1) selling: reporting losses or gain, (2) discarding: reporting loss, if any, and (3) trading: reporting acquisition of new asset and disposal of old asset.
12.	Partnerships	12. Identify parts of "Articles of Partnership," journalize a partnership opening entry, figure the distribution of earnings, prepare financial statements, and journalize adjusting and closing entries.
		12.1 Form a partnership.
		12.2 Record the opening entry for a partnership.
		12.3 Figure partners' salaries (distributing income).

		12.4 Prepare financial statements for partnerships.
		12.5 Record the adjusting and closing entries for a partnership.
13.	Corporations	13. Journalize a corporation opening entry, record the issuing of capital stock after incorporation, prepare financial statements, and record the entry for declaring and distributing a stock dividend.
		13.1 Form a corporation.
		13.2 Open entries for corporations.
		13.3 Record the issuing of capital stock after incorporation.
		13.4 Complete financial statements of a corporation.
		13.5 Distribute income as dividends to stockholders.
14.	Business Professionals of America	14. Participate in Business Professionals of America.
		14.1 Participate as a member in a variety of individual and chapter activities.
		14.2 Apply course concepts to projects sponsored by Business Professionals of America.

14.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

14.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS STANDARDS
07.0101 Computerized Accounting

07.0101 Computerized Accounting, a half-year, or full-year, single-period course, provides students opportunities to apply accounting theory to computerized information systems. Students must successfully complete Introduction to Accounting before enrolling in this course. Grade level: 10-12.

The program will provide instruction in:	The student will be expected to:
1. Computer operating systems	1. Become familiar with computer hardware and software. 1.1 Identify computer components. 1.2 Demonstrate proper handling of disks. 1.3 Manipulate application software in the production of assigned tasks.
2. Automated accounting cycle applications	2. Utilize microcomputers to structure and sequence the accounting cycle. 2.1 Set up a chart of accounts for a general ledger and set up accounts payable and accounts receivable ledgers. 2.2 Add/delete accounts to general and subsidiary ledgers. 2.3 Input account balances, prepare a trail balance, verify data, and correct all errors. 2.4 Enter and process journal transactions, generate related reports, verify data, and correct all errors.

3.	Automated payroll applications	3. Process payroll transactions. 3.1 Enter and process payroll transactions. 3.2 Generate payroll checks and related reports, verify the data and correct all errors.
4.	*Electronic spreadsheet applications	4. Demonstrate knowledge of basic spreadsheet terminology and manipulations. 4.1 Enter data, formulas, and functions at the desired locations. 4.2 Edit, format, save, and print spreadsheet files.
5.	Business Professionals of America	5. Participate in Business Professionals of America. 5.1 Participate as a member in a variety of individual and chapter activities. 5.2 Apply course concepts to projects sponsored by Business Professionals of America. 5.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 5.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

*** Include in the full-year course.**

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0102 Bookkeeping

07.0102 Bookkeeping, a full-year, single-period course, prepares individuals to perform accounting and related tasks in proprietorships, partnerships, or corporations. Computing numerical and financial data is included in the course. Grade level: 9 - 12.

The program will provide instruction in:	The student will be expected to:
1. Establishing records	1. Demonstrate an understanding of the basic concepts of bookkeeping.
	1.1 Define specific bookkeeping terms, i.e., assets, liabilities, capital, debits, credits, journal, source document, and double-entry bookkeeping.
	1.2 Classify items as assets, liabilities, or capital.
	1.3 Solve the accounting equation.
	1.4 Complete a balance sheet including the heading, asset, liability, and capital sections.
	1.5 Transfer the beginning balance sheet information to the general journal in correct entry form.
	1.6 Open general ledger accounts by recording the account titles and assigned numbers.

2.	Business transactions	2. Analyze and interpret various business transactions using accounting terminology.
		2.1 Level the debit and credit side of accounts.
		2.2 Level the increase and decrease side of accounts.
		2.3 Analyze transactions involving increases and decreases in accounts.
		2.4 Journalize cash transactions in a two-column journal and a multi-column cash journal.
		2.5 Journalize transactions of a merchandising business in a combination journal and special journals.
		2.6 Foot and prove the equality of debits and credits in journals.
		2.7 Prove cash by comparing the check record or actual cash balance with the cash journal balance.
		2.8 Total and rule the journals.
		2.9 Post the individual amounts in the general columns to the account in the general and subsidiary ledgers.
		2.10 Post the totals of the special columns to the general journal.

3. End of fiscal period

3. Describe each phase of the accounting cycle and its relationship to the total process.

3.1 Foot ledger accounts and compute the account balances.

3.2 Record account balances in trial balance columns of worksheet and prove equality of debits and credits.

3.3 Follow recognized procedures for locating errors that can cause trial balances to be out of balance.

3.4 Plan and record adjustments on the worksheet needed to update account balances, i.e., merchandise inventory, prepaid amounts, and supplies.

3.5 Total adjustment columns and prove equality of debit and credit totals.

3.6 Combine trial balance and adjustment columns and make appropriate extensions.

3.7 Total the income statement and balance sheet columns.

3.8 Calculate net income or net loss by determining difference in the income statement/balance sheet columns.

3.9 Enter income/loss, total, and rule columns.

4.	Financial statements	4. Complete, interpret, and analyze simple financial statements.
		4.1 Update general ledger accounts by recording and posting adjusting entries.
		4.2 Prepare a journal entry to transfer the balances of the expense accounts to the summary account.
		4.3 Prepare a journal entry to transfer the balances of the revenue accounts to the summary account.
		4.4 Prepare a journal entry to transfer the balance of the income and expense summary accounts to the capital account.
		4.5 Prepare a journal entry to transfer the balance of the drawing account to the capital account.
		4.6 Post the closing entries to the general ledger.
		4.7 Prepare a post-closing trial balance.
		4.8 Prepare income statements from completed worksheets.
		4.9 Prepare capital statements from completed worksheets and capital account information.
		4.10 Prepare balance sheets from completed worksheets and capital statement.

4.11 Apply verification principles using general and subsidiary ledgers to prepare schedules i.e., accounts receivable and accounts payable schedules.

4.12 Using financial statements, interpret the condition and progress of the business during a fiscal period.

5. Payroll

5. Prepare business forms.

5.1 Compute gross earnings for salaried employees and employees who receive hourly earnings including overtime and/or commissions.

5.2 Compute required and voluntary deductions using charts or by computations.

5.3 Compute net pay.

5.4 Record payroll computations in a payroll register and on individual employees' earnings records.

5.5 Compute a payroll change sheet and cash slips for disbursing cash payroll.

5.6 Prepare voucher checks.

			5.7 Journalize and post the entries for salary expense, FICA taxes, employee income taxes, and other deductions.
			5.8 Calculate, journalize, and post the entries for employer FICA taxes, State Unemployment Tax Act taxes (SUTA), and Federal Unemployment Tax Act (FUTA) taxes.
6.	Employment process	6.	Recognize abilities, aptitudes, traits, and interests in relationship to careers.
			6.1 Identify various career goals that incorporate the necessary aptitudes, traits, interests, and abilities for a specific business career.
7.	Business Professionals of America	7.	Participate in Business Professionals of America.
			7.1 Participate as a member in a variety of individual and chapter activities.
			7.2 Apply course concepts to projects sponsored by Business Professionals of America.
			7.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
			7.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0103 Recordkeeping

07.0103 Recordkeeping, a half-year, or full-year, single-period course, prepares individuals to compute, classify and record numerical data for keeping single-entry records. Understanding of the organization, operation, and control of business through recording activities is included.
Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Overview of recordkeeping	1. Discuss the significance of accurate recordkeeping in today's society.
	1.1 Discuss the utilization of recordkeeping in personal business and economic applications.
	1.2 Relate the correlation between manual and computerized record-keeping.
	1.3 Identify definitions of recordkeeping terms.
	1.4 Research employment opportunities in the field of recordkeeping and related areas.

2.	Basic recordkeeping skills	2. Apply standard techniques in the processing of data. 2.1 Demonstrate mastery of computational skills--addition, subtraction, multiplication, division, conversion of decimals, fractions, and percents. 2.2 Utilize filing rules (alphabetic and numeric record management systems) to store data. 2.3 Compare, sort, enter, read, store, and retrieve data accurately and efficiently. 2.4 Create a strategy to locate and correct errors.
3.	Cash receipts records	3. Explain the relevance of cash receipts records. 3.1 Prepare and record receipts. 3.2 Prove cash in cash registers by preparing Proofs of Cash. 3.3 Prepare cashier daily reports. 3.4 Prepare tally sheets and deposit slips for bank deposits.

4. Checking account records	4. Open, maintain and reconcile a checking account. 4.1 Complete a signature card. 4.2 Manage deposits: fill out deposit slip, record in checkbook, endorse a check, tally cash. 4.3 Manage checks: fill out check and check stub, maintain accurate balance, void checks. 4.4 Reconcile a bank statement: check bank statement, prepare list of outstanding checks and deposits, record service charges, prepare a bank reconciliation statement.
5. Petty cash records	5. Establish and maintain a petty cash fund. 5.1 Establish a petty cash fund. 5.2 Write a petty cash voucher. 5.3 Classify business expenses. 5.4 Maintain a petty cash book. 5.5 Replenish a petty cash fund.

6.	Budget records	6. Evaluate the merits of budgeting for an individual, a family, or a business. 6.1 Classify revenue and expenses. 6.2 Speculate on revenue sources and expenses of an individual, family, or business. 6.3 Keep a record of receipts and payments for an individual, family, or business. 6.4 Compare cash flow upon the introduction of a variable.
7.	Salesclerk recordkeeping	7. Demonstrate salesclerk competencies. 7.1 Complete a sales slip for a cash sale. 7.2 Compute sales taxes. 7.3 Complete sales slip for a charge sale using a store and/or bank card.

8. Retail charge sales	8. Analyze and record charge sales transactions in terms of debits and credits. 8.1 Open accounts for retail charge customers. 8.2 Record charged sales and returns merchandise. 8.3 Prepare statements of account. 8.4 Cite advantages of developing a good credit reference.
9. Accounts receivables	9. Record accounts receivable transactions. 9.1 Prepare sales invoices.
10. Stock records	10. Maintain and interpret inventory control records. 10.1 Maintain and verify stock record cards. 10.2 Prepare purchase requisitions. 10.3 Cite reasons for physical inventories.

11.	Purchase orders	11. Demonstrate purchase order clerk competencies. 11.1 Prepare purchase orders. 11.2 Prepare receiving reports. 11.3 Verify sellers' invoices with purchase orders.
12.	Accounts payable	12. Record accounts payable transactions. 12.1 Prepare purchase invoices.
13.	Payroll	13. Calculate wages. 13.1 Compute gross earnings for hourly employees including overtime. 13.2 Compute required and voluntary deductions using charts or by computations. 13.3 Record payroll computations in a payroll register. 13.4 Prepare a record of employee's earnings and a W-2 form.

14. Business Professionals of America	14. Participate in Business Professionals of America.
	14.1 Participate as a member in a variety of individual and chapter activities.
	14.2 Apply course concepts to projects sponsored by Business Professionals of America.
	14.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
	14.5 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0199 Business Math

07.0199 Business Math, a half-year or full-year, single-period course, emphasizes computational skills involving whole numbers, fractions, decimals, mixed numbers and percentages applied to business problems.
Grade level: 9-12. (Math graduation credit may be awarded for this business course.)

The program will provide instruction in:	The student will be expected to:
1. Fundamental mathematical skills	1. Demonstrate skills in arithmetic.
	1.1 Add, subtract, multiply, and divide whole numbers, decimals, fractions, and mixed numbers.
	1.2 Convert fractions, decimals and percentages.
2. Business records	2. Demonstrate skill in purchases.
	2.1 Determine due dates for various discount terms.
	2.2 Compute cash discounts for various terms.
	2.3 Compute trade discounts.
	2.4 Calculate rates of trade and cash discounts.
	2.5 Calculate unit prices given quantity prices.
	2.6 Calculate costs of portions of units given unit costs.
	2.7 Compute extension, sales taxes, and totals of sales slips.

2.8 Make change correctly.

2.9 Compute markup/markdown problems.

3. Consumer credit

3. Demonstrate ability to compute transactions affecting consumers.

3.1 Distinguish between revolving and monthly charge accounts and determine repayment costs.

3.2 Compare interest earned on saving accounts versus interest payable on installment accounts to determine cost effectiveness of cash purchases.

3.3 Compare installment buying costs for various periods of time.

3.4 Analyze repayment costs for amounts financed through credit unions, finance companies, and banks.

4. Cost of residence

4. Describe the factors involved in purchasing and renting properties.

4.1 Identify cost factors involved in purchasing and renting a residence.

4.2 Compute interest paid over life of mortgages at various interest rates.

5.	Metric system	5. Compute units of measurement using the two major measurement systems. 5.1 Name common metric units for length, area, capacity, and weight. 5.2 Convert metric measures from one unit to another by moving decimals. 5.3 Add, subtract, multiply, and divide metric amounts. 5.4 Convert from metric to English measures or the reverse with the aid of conversion tables.
6.	Payroll	6. Compute employee compensation based on wages and/or salaries. 6.1 Identify mandatory and voluntary deductions. 6.2 Compute net pay utilizing payroll tables to determine required and voluntary deductions and record on payroll register.

7.	Personal money records	7. Demonstrate how to manage personal money records. 7.1 Evaluate merits of budgeting. 7.2 Categorize items and prepare budgets. 7.3 Demonstrate proper checking account procedures: writing and endorsing checks and reconciling bank statement.
8.	Savings and investments	8. Identify the functions of savings and investments and identify ways and places to save and invest. 8.1 Distinguish deposits, withdrawals, and balance amounts in saving passbooks. 8.2 Compute interest on savings account balances. 8.3 Discuss computation of compound interest.

9. Taxes	9. Understand income and sales taxes. 9.1 Identify information needed to prepare simple tax returns. 9.2 Compute sales tax amounts mathematically.
10. Business Professionals of America	10. Participate in Business Professionals of America. 10.1 Participate as a member in a variety of individual and chapter activities. 10.2 Apply course concepts to projects sponsored by Business Professionals of America. 10.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 10.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0302 Computer Operations and Services

07.0302 Computer Operations and Services, a full-year, block (two periods) course, provides instruction in the planning, organizing, and managing a computer center. Functions studied include library/storage, control, console, operations of mid-range and PC networks, time management, system security, and a variety of peripheral operations, such as printers, bursters, decollators, COM, and others. Grade level: 11-12.

The program will provide instruction in:	The student will be expected to:
1. Role and organization of the computer center	1. Identify and explain the role and organization of a computer center. 1.1 Describe the centralization of operations, control and custody of data resources. 1.2 Discuss recent trends in decentralization. 1.3 List the functions of a computer center. 1.4 Discuss the relationship of the computer center with other computer related functions.
2. Management of the computer center	2. Identify the areas of management in a computer center. 2.1 Explain the need for security. 2.2 Identify backup and recovery concepts. 2.3 Identify the types of controls required.

3. Data entry functions	3. Identify data entry functions in the computer center. 3.1 Discuss log-in tasks. 3.2 Explain importance of delivery of media and source documents. 3.3 Compare strategies of centralizing and decentralizing data entry functions. 3.4 Use selective data entry devices and media.
4. Library functions	4. Identify and explain the library functions. 4.1 Explain the need for a data library. 4.2 Discuss the qualifications of a data librarian. 4.3 Explain media storage and maintenance. 4.4 Relate off-site storage, backup and recovery. 4.5 Describe inventory control for media and supplies.
5. Data control functions	5. Identify and explain the data control functions. 5.1 Explain quality control. 5.2 Describe the process of "receiving" and executing jobs.

		5.3 Describe the scheduling process.
6.	Peripheral computer operations	6. Identify and describe the operations of computer peripherals.
		6.1 Identify peripherals and operating requirements of each, including printers, tape drives, and disk drives.
		6.2 Identify quality requirements.
		6.3 List appropriate control procedures.
		6.4 Demonstrate output document processing, including bursting, decollating, splitting, and shredding.
		6.5 Describe security and private obligations.
7.	Console computer operations	7. Explain and demonstrate the operation of the console.
		7.1 Analyze operator duties.
		7.2 Explain job scheduling.
		7.3 Demonstrate use of a computer operating system.
		7.4 Demonstrate start-up procedures of the computer.
		7.5 Demonstrate the shut-down procedures.
		7.6 Demonstrate on-going monitoring procedures.

8. Business Professionals of America	8. Participate in Business Professionals of America. 8.1 Participate as a member in a variety of individual and chapter activities. 8.2 Apply course concepts to projects sponsored by Business Professionals of America. 8.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 8.4 Apply leadership and thinking skills through Business Professionals of America and related activities.
9. Leadership and thinking skills	9. Apply leadership and thinking skills through Business Professionals of America and related activities. 9.1 Demonstrate leadership development in: a. social and interpersonal skills. b. oral and written communication. c. organization and participatory management skills. d. civic responsibilities. e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0303 Data Entry Principles, Controls and Operations

07.0303 Data Entry Principles, Controls, and Operations, a full-year, block (two periods), two-year program, provides instruction about the role and function of a data entry section within a computer center. Emphasis is upon developing speed and accuracy using a variety of business simulations including banking and other financial services. Grade level: 11-12.

The program will provide instruction in:	The student will be expected to:
1. Data entry concepts	1. Develop an understanding of data entry.
	1.1 Define data entry and data entry devices.
	1.2 Analyze the principles and implications for data entry of data representations.
	1.3 List the various types of jobs in data entry.
	1.4 Diagram the data cycle path.
	1.5 Describe the terms used in describing data and data storage.
	1.6 Use source documents.
	1.7 Explain the relationship between a source document and an entry record.

2.	Data Control	2. Describe the flow of data through a business to ensure that no data is lost. 2.1 Define job, batch and job step. 2.2 Describe a transmittal form. 2.3 Describe a transmittal log. 2.4 Develop an audit trail. 2.5 Handle materials and equipment in a responsible manner.
3.	Documentation	3. Describe job instruction sheets. 3.1 Maintain job instruction sheets. 3.2 Analyze and interpret different job instruction sheets. 3.3 Describe why job instruction sheets are important. 3.4 Maintain a correct log of daily jobs. 3.5 Initialize and handle magnetic input media.

4. Verification of data	4. List the edit checks used in computer edit programs. 4.1 Define format checks. 4.2 Define limit or magnitude checks. 4.3 Define range checks. 4.4 Define modules checks. 4.5 Define ascendancy checks. 4.6 Define extension checks. 4.7 Define validity checks. 4.8 Define batch totals. 4.9 Define hash totals. 4.10 Define cross-footing checks.
5. Hardware operations	5. Demonstrate the operations of hardware. 5.1 Perform proper start-up procedures. 5.2 Operate equipment using correct procedures. 5.3 Describe machine failures. 5.4 Exhibit effective maintenance procedures of equipment. 5.5 Perform proper shut down procedures.

6. On-lne data entry	6. Demonstrate on-line data entry equipment. 6.1 Prepare machine for operation. 6.2 Define the uses and terms of menus. 6.3 Define prompts. 6.4 Display correct prompt messages. 6.5 Sign-on/sign-off of on-line devices. 6.6 Interpret and react correctly to instructions from programs.
7. Keyng	7. Demonstrate the ability to use the keyboard efficiently. 7.1 Use the alphabetic keyboard efficiently by touch. 7.2 Use the numeric keypad efficiently by touch. 7.3 Demonstrate correct alphabetic keyboarding technique. 7.4 Demonstrate correct numeric keyboarding technique.

7.5 Demonstrate correct keypad operational technique.

7.6 Keyboard alphabetic and alphanumeric data from source documents.

7.7 Develop keyboard dexterity and accuracy by keying data.

8. Functions

8. Demonstrate the ability of use appropriate software packages.

8.1 Program the data entry device.

8.2 Key data from source documents.

8.3 Add new records to files.

8.4 Modify existing records in files.

8.5 Delete records from files.

8.6 Demonstrate the use of special keys and key combinations that perform editing functions.

8.7 Generate computer listings for editing.

9. Keyboarding skill development	9. Key data from a variety of source documents which may include the following areas: Business applications Educational applications Industrial applications Service applications Medical applications Computer applications 9.1 Demonstrate improved keyboarding technique. 9.2 Key alphabetic data at keystroke rates acceptable to application norms. 9.3 Key numeric data at keystroke acceptable to application norms. 9.4 Key alphanumeric data at keystroke acceptable to application norms.
10. Business Professionals of America	10. Participate in Business Professionals of America. 10.1 Participate as a member in a variety of individual and chapter activities. 10.2 Apply course concepts to projects sponsored by Business Professionals of America.

10.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

10.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

11. Leadership and thinking skills

11. Apply leadership and thinking skills through Business Professionals of America and related activities.

11.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0305 Programming with Business Applications I

07.0305 Programming with Business Applications I, a full-year, block (two periods) course, provides instruction using a second (procedural) computer language to include BASIC or PASCAL, not only for reviewing structured programming design, but also for introducing advanced techniques, including sorting, indexing, and character string manipulation. Programming assignments will emphasize business applications. Grade level: 11-12.

The program will provide instruction in:	The student will be expected to:
1. Introduction	1. Develop a fundamental recognition of the language's unique history, structure, implementation, and applications.
	1.1 Diagram the "input, processing, output" cycle.
	1.2 Define data, compiler, interpreter, CPU, CRT, program, secondary storage.
	1.3 Briefly discuss the history of the language's development, particularly noting related languages.
	1.4 Recognize the language by appearance and correctly classify it (e.g., by level, as procedural or non-procedural, etc.).
	1.5 Identify the primary applications of the language and its weaknesses.

2. Implementation	2. Enter, compile/interpret, and execute a program. 2.1 Utilize the appropriate text editor to enter the source code for a program into the computer. 2.2 Utilize the appropriate commands, within the operating system provided, to compile or interpret the source code. 2.3 Correct errors in the source code, by inserting, deleting, and modifying program lines. 2.4 Differentiate between rules and conventions regarding coding format. 2.5 Execute a program.
3. Variables	3. Declare and assign values to variables. 3.1 Use the appropriate coding to declare variables of different types. 3.2 Use assignment statements to attach values to both numeric and alphanumeric variables. 3.3 List the rules for naming variables. 3.4 Explain the meaning of "reserved word."

4. Default input/output	4. Correctly use the default input and output devices. 4.1 Enter, compile/interpret, and execute a program using the default output device. 4.2 Enter, compile/interpret, and execute a program using the default input device.
5. Structure of programs	5. Utilize professional techniques in the development of a program. 5.1 Defend two advantages of structured programming over traditional programming. 5.2 Identify the type of program problems represented by an example. 5.3 Identify examples of sequence, selection, and repetition in a program structure. 5.4 Interpret a simple hierarchy chart. 5.5 Interpret a simple pseudocode design. 5.6 Create a flow-chart describing the algorithm needed to solve a sample program problem.

5.7 Analyze the difference between internal documentation and external documentation.

5.8 Demonstrate correct use of appropriate coding sheets.

5.9 Code a program from a design tool.

6. Arithmetic

6. Write the source code for a variety of arithmetic operations.

6.1 Code separate addition, subtraction, multiplication, and division statements.

6.2 State the order in which operations are performed by the computer, and code statements involving more than one operation.

6.3 Demonstrate an understanding of both truncating and rounding.

6.4 Use appropriate error-handling techniques to deal with answers that are too large or too small.

6.5 Demonstrate the use of a computer for mathematical computations.

6.6 Explain the need for mathematical functions.

6.7 Demonstrate the use of a function.

7.	Conditions	7. Correctly use the condition statements available in the language being learned. 7.1 State the difference between statements that are performed conditionally and those that are performed unconditionally. 7.2 Explain what is meant by a loop. 7.3 Use a loop to perform a series of operations. 7.4 Demonstrate correct use of each of the conditional statements available in the language being studied. 7.5 Evaluate a series of logical expressions (including NOT, AND, and OR), if they are available in the language.
8.	Data files	8. Work with data files from secondary storage devices. 8.1 Explain the difference between batch processing and interactive processing. 8.2 Create data files using the system's text editor. 8.3 Code a program to read a sequential data file from a disk or tape.

8.4 Develop, code, compile/interpret, and execute a program that will produce a listing.

8.5 Code a program to create a sequential disk or tape file.

8.6 Code a program to update a sequential disk or tape file.

9. Input techniques

9. The student will be expected to make effective use of alternative input devices.

9.1 Code, compile/interpret, and execute a program utilizing both keyboard input and secondary storage input.

9.2 Describe what is meant by data validation.

9.3 Demonstrate why clear prompts are important.

9.4 Develop, code, compile/interpret, and execute a program that uses data validation techniques.

10. Reports

10. The student will be expected to produce reports, using designated output devices.

10.1 Code a program to send output to a variety of output devices (monitor, printer, disk, or tape).

		10.2 Utilize the unique capabilities of the programming language to format output.
		10.3 Use spacing charts to plan program output.
		10.4 Define totaling, counting, and subtotaling.
		10.5 Explain the concept of control break processing and the logic to produce a control break report.
		10.6 Code a program using control break processing.
11.	Subscripted variables (one dimensional arrays)	11. The student will be expected to utilize one-dimensional arrays to store data in computer memory.
		11.1 Declare an array.
		11.2 Initialize an array.
		11.3 Find the minimum and maximum values of an array.
12.	Business Professionals of America	12. Participate in Business Professionals of America.
		12.1 Participate as a member in a variety of individual and chapter activities.
		12.2 Apply course concepts to projects sponsored by Business Professionals of America.
		12.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

12.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

13. Leadership and thinking skills

13. Apply leadership and thinking skills through Business Professionals of America and related activities.

13.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0305 Programming with Business Applications II

07.0305 Programming with Business Applications II, a full-year, block (two periods) course, is an extension of Programming with Business Applications I. The course enables students to gain experience in using currently appropriate computer languages to include COBOL, RPG or programming in a data base language, for completion of business applications.

The program will provide instruction in:	The student will be expected to:
1. Introduction	1. Develop a fundamental recognition of the language's unique history, implementation, and applications.
	1.1 Briefly discuss the history of the language's unique history, implementation, and applications.
	1.2 Recognize the language by appearance and correctly classify it (e.g., by level, as procedural or non-procedural, etc).
	1.3 Explain the difference between an interpreter and a compiler.
	1.4 Identify the primary applications of the language and its weaknesses.
2. Implementation	2. Enter, compile/interpret, and execute a program.
	2.1 Utilize the appropriate text editor to enter the source code for a program into the computer.

2.2 Utilize the appropriate commands, within the operating system provided, to compile or interpret the source code.

2.3 Correct errors in the source code, by inserting, deleting, and modifying program lines.

2.4 Differentiate between rules and conventions regarding coding format.

2.5 Execute a program.

3. Variables

3. Declare and assign values to variables.

3.1 Use the appropriate coding to declare and assign values to variables.

3.2 Use assignment statements to attach values to both numeric and alphanumeric variables.

3.3 Describe the rules for naming variables.

4. Default input/output

4. Correctly use the default input and output devices.

4.1 Enter, compile/interpret, and execute a program using the default input device.

4.2 Enter, compile/interpret, and execute a program using the default input device.

5. Structure of programs	5. Utilize professional techniques in the development of a program. 5.1 Describe what is meant by top-down design. 5.2 Interpret a simple hierarchy chart. 5.3 Develop and code a modular program. 5.4 Interpret a simple pseudocode design. 5.5 Diagram a flow-chart describing the algorithm needed to solve a sample program. 5.6 Describe the difference between internal documentation and external documentation. 5.7 Demonstrate correct use of the appropriate coding sheets. 5.8 Code a program from a design tool.
6. Arithmetic	6. Write the source code for a variety of arithmetic operations. 6.1 Code separate addition, subtraction, multiplication, and division statements. 6.2 Analyze the order in which operations are performed by the computer, and code statements involving more than one operation.

		6.3 Demonstrate the use of a function.
		6.4 Code, compile/interpret, and execute a program which calls a user-defined function (if available in the language being studied).
		6.5 Demonstrate an understanding of both truncating and rounding.
		6.6 Use appropriate error-handling techniques to deal with answers that are too large or too small.
7.	Conditions	7. Correctly use the condition statements available in the language being learned.
		7.1 Analyze the difference between statements that are performed conditionally and those that are performed unconditionally.
		7.2 Use a loop to perform a series of operations.
		7.3 Demonstrate correct use of each of the conditional statements available in the language being studied.
		7.4 Evaluate a series of logical expressions (including NOT, AND, OR), if they are available in the language.
		7.5 Create a menu-driven program.

8.	Data files	8. Work with data files from secondary storage devices. 8.1 Create data files using the system's text editor. 8.2 Code a program to read a sequential data file from a disk or tape. 8.3 Develop, code, compile/interpret, and execute a program that will produce an 80-80 listing. 8.4 Code a program to create a sequential disk or tape file. 8.5 Code a program to update a sequential disk or tape file.
9.	Input techniques	9. Make effective use of alternative input devices. 9.1 Code, compile/interpret, and execute a program utilizing both keyboard input and secondary storage input. 9.2 Describe what is meant by data validation. 9.3 Explain why clear prompts are important. 9.4 Develop, code, compile/interpret, and execute a program that uses data validation techniques.

10.	Reports	10. Produce reports, using designated output devices. 10.1 Code a program to send output to a variety of output devices (monitor, printer, disk, or tape). 10.2 Utilize the unique capabilities of the programming language to format output. 10.3 Use spacing charts to plan program output. 10.4 Define totaling, counting, and subtotaling. 10.5 Explain the concept of control break processing and the logic to produce a control break report. 10.6 Code a program using control break processing. 10.7 Code a program using multi-level control breaks.
11.	Subscripted variables (one-dimensional arrays)	11. Utilize one dimensional arrays to store date in computer memory. 11.1 Declare an array. 11.2 Initialize an array. 11.3 Find the minimum and maximum values of an array.

12.	Sorting	12. Choose an appropriate sorting algorithm and code the sorting routine/procedure. 12.1 List several situations that require the sorting of data. 12.2 Describe the relative advantages and disadvantages of various sorting algorithms. 12.3 Describe the difference between sorting and indexing. 12.4 Develop code, compile/interpret, and execute a program which reads data from secondary storage into an array, sorts the array, and stores the sorted data in secondary storage.
13.	Multi-dimensional arrays	13. Utilize two-dimensional arrays to solve realistic problems. 13.1 Describe multi-dimensional arrays and some of their purposes. 13.2 Code, compile/interpret, and execute a program to read data into a multi-dimensional array. 13.3 Code, compile/interpret, and execute a program to sort a two-dimensional array.

		13.4 Code, compile, interpret, and execute a program which uses a multi-dimensional array to solve a practical problem.
		13.5 Describe the methods that could be used to perform an array search.
14.	Recursion	14. Correctly code a program using recursion.
		14.1 Explain the difference between recursion and iteration.
		14.2 Code, compile/interpret, and execute a program which utilizes a recursive process.
15.	Character manipulation	15. Describe the statements used for character manipulation in the language being studied.
		15.1 Describe the statements used for character manipulation in the language being studied.
		15.2 Describe some of the uses of character string manipulation (e.g., word-processing, linguistics, cryptography, telecommunications, etc).

16. Business Professionals of America

16. Participate in Business Professionals of America.

16.1 Participate as a member in a variety of individual and chapter activities.

16.2 Apply course concepts to projects sponsored by Business Professionals of America.

16.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

16.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

17 Leadership and thinking skills

17. Apply leadership and thinking skills through Business Professionals of America and related activities.

17.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0307 Introduction to Computer and Information Technology

07.0307 Introduction to Computer and Information Technology, a half-year, block (two periods) course, is an introductory course that focuses upon information processing cycle, parts of the computer, role of systems software, the purposes and functions of programming language software, and an introduction to computer programming using BASIC language. Grade level: 10-12.

The program will provide instruction in:	The student will be expected to:
1. Characteristics of a computer	1. Differentiate between the characteristics of a computer.
	1.1 Explain what a computer is and how it processes data to produce output information.
	1.2 Explain the use of the input, processor, output, and storage units of both personal computers and large computers.
	1.3 Describe how computers are used in the modern world and describe user needs, personal computer use and software, information center, and the use of a centralized computer.
	1.4 Identify the different sizes and types of computers.
2. Information processing cycle	2.1 Explain in detail the information processing cycle, consisting of input, process, output, and storage.

2.2 Specify the role data plays in information processing, the way in which it can be organized, and the important characteristics of data.

2.3 Describe the processing capabilities of a computer, including input operations, arithmetic operations, logical operations, output operations, and storage operations.

3. Processing modes

3. Differentiate between the different processing modes.

3.1 Identify and describe through diagrams interactive processing, transaction-oriented processing, and batch processing.

3.2 List the attributes of data required for successful computer processing.

3.3 Specify the roles of systems, procedures, and personnel in an information processing system.

3.4 Identify and describe the eight general categories of applications suitable for processing on a computer.

4.	Hardware and software	4. Describe the hardware devices and software techniques that allow users to interact with personal computers, minicomputers, and mainframes. 4.1 Describe the importance of the user interface with information systems, and identify the elements comprising user interface. 4.2 Identify the hardware components of user interface, and list their advantages and disadvantages. 4.3 Trace the evolution of user interface software. 4.4 Define the term menu, and illustrate various forms of menus. 4.5 Describe the user interface when using a mouse and icons on a desktop screen. 4.6 Define the importance of the user in user interface.
5.	Program instructions	5. Explain how data is stored in main computer memory and how a computer system executes a program instruction. 5.1 Define a bit and describe how a series of bits in a byte is used to represent data. 5.2 Recognize data stored using the ASCII code and describe the use of the ASCII code.

		5.3 Demonstrate an understanding of the sizes of computer memory by identifying the typical sizes of memory found on small and large computers.
6.	Storage devices	6. Describe the various types of auxiliary storage devices and media that are available and discuss the characteristics, advantages, and disadvantages of each type.
		6.1 Identify the primary devices used for personal computer auxiliary storage.
		6.2 Describe the manner in which data is stored on disks and fixed, and hard drives.
		6.3 List the speed and storage capacities of commonly used personal computer auxiliary storage devices.
		6.4 Describe the attributes of disks and fixed, hard disks which affect the speeds and storage capacities found.
		6.5 Identify the types of disk storage used with large computers.
		6.6 Define the role of tape storage with respect to both personal computers and large computers.

7. Processing and output	7. Describe the processing that occurs when an interpreter is used, and identify the processing and output of a computer. 7.1 Describe the processing that occurs when an interpreter is used. 7.2 List some of the currently available operating systems and their attributes. 7.3 Describe the processing that occurs in a concurrent program execution environment.
8. Systems design	8. Describe in detail the steps involved in systems design and the advantages and disadvantages of using proper design techniques. 8.1 Identify the three broad categories of systems and describe them. 8.2 List the six phases in the scientific approach to designing computer systems. 8.3 Describe each of the six phases in the scientific approach to designing computer systems in detail.

8.4 Describe the use of data flow diagrams, system flowcharts, display screen layout forms, and Gantt charts with respect to how they are used in systems analysis and design.

8.5 Describe the role of the user and of management in the development of a computer system.

9. Program development

9. Describe the steps involved in program development.

9.1 Identify the steps in the program development cycle.

9.2 Illustrate an understanding of the three control structures in structured programming by drawing flowcharts for the three structures.

9.3 Describe the need for program design and program walkthroughs.

9.4 Identify and describe three major techniques for developing modular programs.

9.5 Draw the logic for five commonly found design problems utilizing pseudocode and/or flowcharts.

9.6 Develop a decision table for a specified problem.

9.7 Identify the steps and procedures required to develop test data.

10. BASIC programming

10. Explain the program development cycle and design and code simple BASIC programs.

10.1 Describe the program development and coding process.

10.2 Explain the logic required to create a list of information using a simple loop.

10.3 Demonstrate the ability to use the following BASIC statements: REM, DATA, READ, PRINT, GOTO, AND END.

10.4 Use numeric and string variables and constants.

10.5 Identify good programming techniques, including program comments and proper indentation of the source code.

11. Designing, coding and executing

11. Design, code, and execute BASIC programs requiring calculations, accumulations, and printing final totals.

11.1 Design a program with a structured design method.

11.2 Design a program using BASIC statements to perform arithmetic operations including rounding numeric values.

		11.3 Demonstrate the use of the print statement for editing fields.
		11.4 Demonstrate the use of the tab statement for controlling output.
		11.5 Design a program requiring calculations, accumulations, and printing final totals.
12.	Conditional processing	12. Design the logic for most conditional processing and be able to debug programs by finding errors and correcting them.
		12.1 Illustrate the while end structure.
		12.2 Illustrate if-then-else logic structure.
		12.3 Distinguish between logical operators AND, OR, and NOT.
		12.4 Describe debugging statements.
13.	For-next statements	13. Design and code BASIC programs, which includes interactive programming and the use of for-next statements.
		13.1 Identify interactive processing.
		13.2 Demonstrate the ability to use the input statement with appropriate prompting.

13.3 Identify looping and the loop logic structure.

13.4 Demonstrate the ability to use the for and next statements for looping.

14. Business Professionals of America

14. Participate in Business Professionals of America.

14.1 Participate as a member in a variety of individual and chapter activities.

14.2 Apply course concepts to projects sponsored by Business Professionals of America.

14.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

14.4 Apply leadership and thinking skills through Business Professionals of America.

15. Leadership and thinking skills

15. Apply leadership and thinking skills through Business Professionals of America and related activities.

15.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0308 Introduction to Business Computer Applications

07.0308 Introduction to Business Computer Applications, a half-year, block (two periods) course, provides an overview of business software and the role the microcomputer plays in business data processing. Emphasis is upon learning to utilize software relevant to word processing, spreadsheet, and data base formats. Grade level: 10-12.

The program will provide instruction in:	The student will be expected to:
1. Computer orientation	1. Identify and define the essential components of a computer system.
	1.1 Define hardware, types of hardware, and functions of software.
	1.2 Define software, types of software, and functions of software.
	1.3 Describe basic disk operations.
2. Information processing cycle	2. Understand the relationship of the steps in the information processing cycle.
	2.1 Explain functions of input, output, revision, distribution, storage, and reproduction.
	2.2 Illustrate relationship of people, computers, procedures for control, and environment in the modern business setting.
	2.3 Discuss the need for a system of information processing in the business community.

3.	Data base operation	3. Understand the purpose and basic operation of a data base system. 3.1 Define data base. 3.2 Explain the terms used in a data base operation. 3.3 Explain commonly used functions in a data base. 3.4 Enter information into a data base and perform functions of storing, retrieving, arranging, sorting, and selecting information. 3.5 Input data and prepare formatted business forms using a data base.
4.	Spreadsheets	4. Understand basic operation of a spreadsheet and its application to business. 4.1 Define spreadsheet. 4.2 Explain commands and terms used in a spreadsheet operation. 4.3 Demonstrate skill in preparing a spreadsheet into usable form. 4.4 Discuss implementation of a spreadsheet operation within the business scope.

5. Word processing	5. Understand the purpose and basic operation of a word processor and its use in business applications.
	5.1 Define word processing.
	5.2 Explain common terms associated with word processing software.
	5.3 Explain various functions related to word processing software.
	5.4 Enter data into a word processing file for creating letters, reports, and tables.
	5.5 Edit a word processing file by rearranging, sorting, deleting, adding and updating existing data.
	5.6 Perform the function of coping, moving, indexing, formatting and placing in both print data in a variety of business documents.
6. Business Professionals of America	6. Participate in Business Professionals of America.
	6.1 Participate as a member in a variety of individual and chapter activities.

6.2 Apply course concepts to projects sponsored by Business Professionals of America.

6.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

6.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

7. Leadership and thinking skills

7. Apply leadership and thinking skills through Business Professionals of America and related activities.

7.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0309 Business Computer Software Applications

07.0309 Business computer software applications, a full-year, single-period course, prepares students as entry-level users of software packages used in business applications: word processing, spreadsheets, data base management, graphics, and others. Grade level: 11-12.

The program will provide instruction in:	The student will be expected to:
1. Word processing	1. Understand the purpose and operation in at lease one word processing software package.
	1.1 Define word processing concepts.
	1.2 Review an introduction to word processing software packages.
	1.3 Create, save and print a document.
	1.4 List directory, locate document, and retrieve document from diskette.
	1.5 Correct mistakes on a document using the delete key and keyboard control keys to move the cursor.
	1.6 Correct mistakes by inserting, removing, or replacing characters, words or lines.
	1.7 Rename, delete, look and copy a document.
	1.8 Use the speller to check a document.
	1.9 Use advanced edit techniques to edit a document containing errors.

1.10 Set tabs for a document.

1.11 Set margins for a document.

1.12 Center, underline and boldface text.

1.13 Use the edit features to search and replace the changed wording in the text.

1.14 Perform block insert, block delete, block move and block copy.

1.15 Add pages and page numbers to a document.

1.16 Add headings and footings to a document.

1.17 Enter text into a document.

1.18 Print files, pages, screens, and blocks of text.

1.19 Merge files together.

1.20 Print envelopes and mailing labels.

1.21 Print a form letter.

1.22 Use the sort feature.

1.23 Use the math mode to create an invoice.

2.	Data base management	2.	Understand the purpose and operation of at least one data base management system software package.
		2.1	Define and execute a data base management software program.
		2.2	Create a data base structure.
		2.3	Understand the use of and definition of function keys.
		2.4	Edit data base structure and contents.
		2.5	Learn how to add records and change records in a data file.
		2.6	Learn how to prepare and print reports from a data base.
		2.7	Learn how to change the file structure and make changes to a report file.
		2.8	Understand relational operators and logical operators and use them to limit data seletion.
		2.9	Create and use sorted data files.
		2.10	Create and use indexed data files.
		2.11	Understand the use of memory variables.
		2.12	Write simple data base programs.

2.13 Write data base programs using looping routines.

2.14 Write data base programs using conditional processing.

3. Spreadsheets

3. Understand the purpose and operation of a spreadsheet software package.

3.1 Define and execute an electronic spreadsheet.

3.2 Learn how to move around in a spreadsheet, goes on-screen help, and correct errors.

3.3 Learn how to build and format a spreadsheet.

3.4 Perform arithmetic calculations and create graphs.

3.5 Learn how to save your work and how to display your work.

3.6 Learn how to identify and load previously saved data files.

3.7 Learn several ways of building formulas and the /Copy and /Replicate commands.

3.8 Learn how to manipulate entire rows and columns.

3.9 Learn how to change the number justification and number format.

		3.10 Learn how to complete personal application problems using an electronic spreadsheet.
		3.11 Learn how to complete business application problems using an electronic spreadsheet.
		3.12 Use an electronic spreadsheet to graph and chart business applications.
4.	Optional software packages	4. Demonstrate proficiency in operating optional software packages of interest.
		4.1 Review each software package.
		4.2 Perform functions necessary to operate software.
		4.3 List business applications of software package.

5. Business Professionals of America	5. Participate in Business Professionals of America. 5.1 Participate as a member in a variety of individual and chapter activities. 5.2 Apply course concepts to projects sponsored by Business Professinals of America. 5.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 5.4 Apply leadership and thinking skills through Busienss Professionals of America and related activities.
6. Leadership and thinking skills	6. Apply leadership and thinking skills through Business Professionals of America and related activities. 6.1 Demonstrate leadership development in: a. social and interpersonal skills. b. oral and written communication. c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedures.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0310 Program Design and Development

07.0310 Program Design and Development, a full-year, single-period course, provides instruction in problem-solving with computers, including program development, file manipulation, report generation, and inquiry methods. Grade level: 11-12.

The program will provide instruction in:	The student will be expected to:
1. Data base commands	1. Create, modify, and manipulate data files, using fundamental data base commands. 1.1 Define data base, file, record, field, character, sort, index, condition, and edit. 1.2 Design and create a file structure. 1.3 Enter data into a data base file. 1.4 Add (append), insert, delete, and modify (edit) data base records. 1.5 Utilize appropriate condition statements to extract selected records from a file.
2. Program execution	2. Enter and execute a simple program. 2.1 Recognize that, at its simplest level, a data base program is a command file. That it, it is simply a file or list of date base commands.

		2.2 Utilize the appropriate text editor to enter the source code for a simple program into the computer.
		2.3 Utilize the appropriate commands, within the data base management system provided, to compile or interpret the source code.
		2.4 Correct errors in the source code, by inserting, deleting, and modifying program lines.
		2.5 Differentiate between rules and conventions regarding coding format.
3.	Structure of programs	3. Utilize professional techniques in the development of a program.
		3.1 Interpret a simple hierarchy chart.
		3.2 Interpret a simple pseudocode design.
		3.3 Create a flow-chart describing the algorithm needed to execute a simple file-manipulation task.
		3.4 Code a program from a flowchart.
		3.5 Identify examples of sequence, selection, and repetition in a program structure.
		3.6 Describe the difference between internal documentation and external documentation.

		3.7	Use spacing charts to plan program output.
		3.8	Execute a simple program or command file.
		3.9	Identify the primary applications of the language and its weaknesses.
4.	Batch programming fundamentals	4.	Develop, code, enter, and execute an appropriate data base command file.
		4.1	Define the programming problem.
		4.2	Specify the desired output.
		4.3	Identify the relevant input from the available data files.
		4.4	Identify the sequence of commands needed to perform the specified task.
		4.5	Code the program.
		4.6	Test and debug the program.

		4.7	Evaluate the effectiveness of the program in accomplishing the specified extraction tasks.
		4.8	Describe what is meant by data validation.
		4.9	Develop, code, compile, interpret, and execute a program that uses data validation techniques.
5.	Interactive programming fundamentals	5.	Design, code, debug, and execute an interactive data base program.
		5.1	Explain the difference between a batch program and an interactive program.
		5.2	Explain the significance of clear prompts.
		5.3	Design a menu-driven data base program utilizing a customized data entry screen.
		5.4	Code, enter, and test the above program, using both valid and invalid interactive input.
		5.5	Design a menu-driven data base program which allows the user to search for and extract data from more than one file.
		5.6	Code, enter, and debug the above program.

6.	Memory variables	6. Demonstrate the use of memory variables. 6.1 Demonstrate the use of memory variables to hold data that is retrieved from the keyboard. 6.2 Demonstrate the use of memory variables in totalling. 6.3 Demonstrate the use of a memory variable as a counter. 6.4 Demonstrate the use of memory variables for comparisons in condition statements. 6.5 Demonstrate the use of memory variables to send special codes to the output device.
7.	Modularity	7. Create a menu-driven system of data base programs. 7.1 Explain the advantages of breaking down a complex task into smaller procedures or individual programs all connected through a menu-driven main program.

7.2 Create hierarchy chart for a menu-driven system of individual programs.

7.3 For each individual module in the system, create a flow-chart, code the program, and debug it.

7.4 Evaluate the effectiveness of the entire system in accomplishing the necessary data base tasks.

8. Business Professionals of America

8. Participate in Business Professionals of America.

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8.2 Apply course concepts to projects sponsored by Business Professionals of America.

8.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

8.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

9. Leadership and thinking skills

9. Apply leadership and thinking skills through Business Professionals of America and related activities.

9.1 Demonstrate leadership development in:

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e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0314 Operating Systems/Networking

07.0314 Operating Systems/Networking, a full-year, block (two periods) course, provides experience in using a personal computer operating system and a personal computer network. Grade level: 12.

The course will provide instruction in:	The student will be expected to:
1. Introduction to PC operating system	1. Develop an understanding of an operating system. 1.1 Describe the term operating system. 1.2 Identify the beginnings of operating systems. 1.3 Define the different types of PC operating systems. 1.4 Define the functions of a operating system. 1.5 Chart the development of operating systems.
2. Operating systems for stand alone personal computers	2. Develop an understanding of a personal and computer operating system. 2.1 Understand the term MS-DOS/PC-DOS. 2.2 Describe the difference between .com files and .exe files. 2.3 Contrast the difference between internal and external commands. 2.4 Demonstrate knowledge of systems commands by creating a system on a disk or hard drive.

3.	Operating system	3. Understand the language of a personal computer operating system. 3.1 Describe how the command process handles most tasks for the operating systems. 3.2 Define the BIOS commands that control the system. 3.3 Describe how the I/O systems controls every character typed, displayed or printed. 3.4 Describe how the operating system utilities work.
4.	Disk storage	4. Develop a working knowledge of disks. 4.1 Identify the media of disks and disk drives. 4.2 Contrast the different types of disks and disk drives. 4.3 List the commands that affect the operations of a disk or diskettes. 4.4 Demonstrate the commands that copy of rename files on the disk or diskettes.
5.	Customize the operating system for operations	5. Utilize the operating system with application software. 5.1 Discuss how buffers increase disk performance.

		5.2 Install device drivers for peripheral devices.
		5.3 Create batch files for automated processes.
		5.4 Understand the file command in config. systems.
		5.5 Demonstrate the use of conditional logic in batch files.
6.	Networking operating systems	6. Understand the use and importance of networking personal computers.
		6.1 Define a local area network.
		6.2 List the different types of LANs.
		6.3 Discuss the difference between network operating systems and data distributions systems.
		6.4 Identify the advantages and disadvantages of a local area network.
		6.5 Demonstrate the use of a LAN as a user.
		6.6 List the duties of the LAN supervisor.
		6.7 Demonstrate how applications are used on a LAN.

7.	Networking with the operating system	7.	Understand how the operating system and the LAN operating system works together.
		7.1	Discuss how the operating system shell works together.
		7.2	Demonstrate how the LAN operating system uses the operating system in a multiple-user environment.
		7.3	List the conflicts that exist between the operating system and most networks.
8.	Mid range operating systems	8.	Understand the operation of a mid-range operating system.
		8.1	Explain what is CL Programming.
		8.2	Demonstrate the use of CL for system programming.
		8.3	Demonstrate the use of CL for batch or interactive processing.
		8.4	Explain what is Query.
		8.5	Demonstrate the use of Query to produce output.
		8.6	Explain what is SDA.
		8.7	Demonstrate the use of SDA by producing screens and menus.
		8.8	Explain what is SEU.
		8.9	Demonstrate the use of SEU by entering source data.

8.10 Explain what is DFU.

8.11 Demonstrate the use of DFU by creating files.

9. Business Professionals of America

9. Participate in Business Professionals of America.

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9.2 Apply course concepts to projects sponsored by Business Professionals of America.

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9.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

10. Leadership and thinking skills

10. Apply leadership and thinking skills through Business Professinals of America and related activities.

10.1 Demonstrate leadership development in:

a. social and interpersonal skills.

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CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0351 Financial Information Processing

07.0351 Financial Information Processing, a full-year, single-period course, focuses on the accounting cycle and prepares students to operate a microcomputer when performing accounting and banking applications.

The program will provide instruction in:	The student will be expected to:
1. Orientation to accounting procedures	1. Describe commonly accepted accounting concepts. 1.1 Define terminology related to accounting. 1.2 Identify applications of accounting concepts. 1.3 Classify financial items into a chart of accounts. 1.4 Prepare opening entry and open accounts in a general ledger, Post the opening entry.
2. Changes caused by business transactions	2. Understand the relationship of accounts and be able to analyze transactions. 2.1 Understand concepts of increases and decreases as related to changes in accounts. 2.2 Demonstrate skill in recording transactions.

3.	Financial entry procedures	3. Understand the appropriateness of various types of original entry. 3.1 Describe various types of journals and their appropriateness in business. 3.2 Understand the relationship of subsidiary journals to control accounts in the general journals. 3.3 Develop skill in determining appropriateness of different types of journals.
4.	Analyzing data and preparing financial reports	4. Understand the need for adjusting data, analyzing data, and preparing financial reports. 4.1 Understand concepts of analyzing data at the end of a fiscal period. 4.2 Demonstrate skill in preparing financial reports. 4.3 Develop skill in interpreting changes that have taken place in a business and the reasons for these changes.
5.	Inventories	5. Understand the need for accurate records of inventories and the need to adjust inventories periodically. 5.1 Demonstrate skill in keeping inventory records.

		5.2 Demonstrate skill in adjusting inventories at end of fiscal periods.
		5.3 Develop ability to report inventory information accurately and completely.
6.	Payroll procedures	6. Understand the need for accurate payroll records.
		6.1 Discuss need for accurate records for taxation purposes.
		6.2 Understand payroll procedures used in a typical double entry system.
		6.3 Become knowledgeable in areas of financial reporting to managers.
7.	Computerized accounting	7. Develop expertise in using a software package in recording transactions for a single proprietorship, for a partnership, and for a corporation.
		7.1 Apply basic accounting concepts learned in manual accounting to a computerized system.
		7.2 Prepare payroll records and generate payroll reports and payroll checks using a computer.
		7.3 Keep detailed records for inventories and payrolls up to date using software.

		7.4 Develop a usable file mangement system that is accessible to management and accounting employees.
8.	Data base files and spreadsheets	8. Understand how data base files are structured and data entered and manipulated; understand the versatility of spreadsheets.
		8.1 Define various components of a data base and a spreadsheet.
		8.2 Have a working knowledge of how to set up a data base, using appropriate fields of information.
		8.3 Prepare financial reports using a spreadsheet for analyzing and manipulating data.
		8.4 Use spreadsheets for purposes of planning financial strategies and interpreting the information in the form of reports.
9.	Integrated software	9. Understand how various components of a computer system can complement each other in the preparation and recording of accounting information.
		9.1 Use integrated software package for a simulation involving all aspects of the accounting cycle.
		9.2 Generate reports for distribution from the information that is stored in the components of the integrated system.

10.	Career opportunities	10.	Determine accounting careers available upon graduation.
		10.1	Gather information relating to careers in accounting.
		10.2	Visit businesses that have state-of-the-art equipment and procedures in financial processing.
11.	Business Professionals of America	11.	Participate in Business Professionals of America.
		11.1	Participate as a member in a variety of individual and chapter activities.
		11.2	Apply course concepts to projects sponsored Business Professionals of America.
		11.3	Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		11.4	Apply leadership and thinking skills through Business Professionals of America and related activities.

12. Leadership and thinking skills	12. Apply leadership and thinking skills through Business Professionals of America and related activities. 12.1 Demonstrate leadership development in: a. social and interpersonal skills. b. oral and written communication. c. organization and participatory management skills. d. civic responsibilities. e. parliamentary procedures.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0352 Banking Applications

07.0352 Banking applications, a full-year, block (two periods) course, assists students in exploring computer applications as they apply to a variety of banking functions, including credit management, loan processing, accounting, financial planning, and a variety of other banking services. Grade level: 12.

The program will provide instruction in:	The student will be expected to:
1. Financial system	1. Describe the present National monetary and fiscal policy characteristic of the American financial system.
	1.1 Describe the concepts of monetary standards and money supply.
	1.2 Describe the impact of credit creation upon the American economy.
	1.3 Compare current national monetary and fiscal policy.
	1.4 Describe how the Federal Reserve System is structured and its role in the banking industry.
2. Banking organizations	2. Compare the function, legal obligations, and services rendered by commonly found banking institutions:
	2.1 Distinguish between the legal structure and services rendered by banks and non-banks.
	2.2 Differentiate between the legal structure and services rendered by the following money processing institutions.

Banking Institution

Commercial banks
Savings banks
Savings and loan institutions
Investment banks
Other

Non-banking Institutions

Insurance companies
Brokerage houses
Specialized banks
Credit card operations
Other

2.3 List various banking associations.

3. Basic banking skills

3. Perform each of the following skills with acceptable speed and accuracy.

3.1 Exhibit 100% accuracy in performing the following currency processing tasks:

Counting/packaging currency & coins
Identifying and processing counterfeit money
Handling mutilated money
Preparing cash tickets
Preparing/correcting daily sheet
Filling change requests
Obtaining/preparing cash
Cashing checks
Performing other miscellaneous tasks

3.3 Exhibit 100% accuracy in following the proper procedures for accepting and verifying the following:

Identification
Checks
Banking forms
Customer accounts
Deposit slips
Miscellaneous transactions

3.3 Prepare/process/update the following customer records:

Cast tickets
Opening new customer accounts
Closing customer accounts
Cash/check deposit slips
Documenting changes in accounts
Preparing customer records
Filing/retrieving records
Other records

3.4 Exhibit appropriate behavior when relating to customers:

Greeting and dismissing customers
Answering inquiries
Admitting vault customers
Handling safe deposit rentals
During and after a robbery
Communicating by telephone

4. Banking services	4. For each of the following services:
	(1) follow conventional methods for performing each;
	(2) describe state and Federal laws and regulations impacting upon each;
	(3) state acceptable guidelines for establishing/ implementing each service; and
	(4) describe office systems, technologies, and computer software that is currently being utilized by the banking industry for performing each of the services:
	4.1 General Business Services: accounting, billing, payroll, collections, etc.
	4.2 Financial Planning Services: estate planning, retirement programs, wills and other documents, asset/liability analysis, bankruptcy assistance, etc.
	4.3 Deposits management: deposits (savings and checking, etc.), and transfer services, etc.

4.4 Specialized Customer Services: ATM processing, MICR item processing, electronic funds transfer, on-line monetary processing, plastic card management, on-line exception handling, account analysis, safety box rental, vault services, college student services, etc.

4.5 Loans Processing: general credit, real estate, equity, business, general customer loans, etc.

4.6 Investment Services: securities transactions, precious metals, insurance, escrow transactions, CD's, money market accounts, and others (include use of a present value table).

4.7 International Banking: transfer of funds, exchange rates, etc.

5. Consumer protection

5. Identify and describe the procedures to be used by private consumers and business entities when seeking redress.

5.1 Explain the concept of liability and how it applies to those individuals providing services to the public.

5.2 Differentiate between strict liability, joint and several liability, and negligent liability in terms of impact upon banking services.

		5.3 Identify and describe the services offered by state agencies to solve problems related to banking industry.
		5.4 Identify and describe the services offered by Federal agencies to solve problems related to banking industry.
6.	Business Professionals of America	6. Participate in Business Professionals of America.
		6.1 Participate as a member in a variety of individual and chapter activities.
		6.2 Apply course concepts to projects sponsored by Business Professionals of America.
		6.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		6.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

7. Leadership and thinking skills	7. Apply leadership and thinking skills through Business Professionals of America and related activities. 7.1 Demonstrate leadership development in: a. social and interpersonal skills. b. oral and written communication. c. organization and participatory management skills. d. civic responsibilities. e. parliamentary procedures.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0353 Applied Business Communications

07.0353 Applied Business Communications, a full-year, single-period course, is an instructional program that prepares students to apply the mechanics and psychology of effective oral and written communications for successful employment. Grade level: 10-12. (English graduation credit may be awarded for this business course.)

The program will provide instruction in:	The student will be expected to:
1. Interpersonal skills	1. Demonstrate a knowledge of skills and personal attributes essential for career advancement.
	1.1 Describe personality traits/characteristics for selected business careers.
	1.2 Identify and describe related area job titles and responsibilities.
	1.3 Identify individual career goals.
	1.4 Establish short and long range goals for professional growth.
	1.5 Discuss office attire as it relates to dress code and place of employment.
	1.6 Discuss office environment (work station), i.e., walls, lighting, location, and temperature.
	1.7 Exhibit the attitudes and work habits necessary for good interpersonal and employee/employer relations, including self-discipline, self-evaluation, attendance and punctuality, acceptance of responsibility.

2.	Listening skills	2. Demonstrate effective listening skills. 2.1 Describe how listening skills affect communications. 2.2 Improve listening efficiency. 2.3 Follow oral directions. 2.4 Demonstrate effective note taking through effective listening.
3.	Effective oral communications	3. Demonstrate effective speaking techniques. 3.1 Prepare and deliver a properly constructed speech of 3 - 5 minutes. 3.2 Prepare and deliver a properly constructed extemporaneous speech of 2 - 3 minutes. 3.3 Critique oral presentations using an established criteria. 3.4 Exhibit correct procedures in greeting clients through role playing situations. 3.5 Demonstrate ability to make introductions.

4.	Dictionary usage	4.	Locate and record information found in a dictionary.
		4.1	Locate and record general information found in a dictionary such as definitions, abbreviations, etc.
		4.2	Locate and record syllabication, diacritical marks, definitions, and synonyms.
		4.3	Write correct definitions for words on vocabulary lists.
		4.4	Write correct spelling for commonly used vocabulary words.
		4.5	Write correct definitions for commonly used business and consumer terms.
5.	Sentence structure	5.	Demonstrate ability to locate and understand ideas.
		5.1	Identify the main idea and conclusion according to pre-determined criteria.
		5.2	Identify facts and opinions.
		5.3	Identify unstated opinions.
		5.4	Identify complete and incomplete sentences.

6.	Parts of speech	6. Demonstrate how to use the parts of speech. 6.1 Write complete sentences using nouns and pronouns. 6.2 Identify verbs, verb phrases, and main verbs. 6.3 Determine usage of prepositions. 6.4 Write complete sentences using prepositions. 6.5 Write complete sentences using conjunctions. 6.6 Identify adjectives, adverbs, and interjections. 6.7 Identify possessives. 6.8 Write complete sentences using possessive forms of nouns and pronouns
7.	Punctuation	7. Demonstrate ability to use correct punctuation, capitalization, abbreviation, and numbers. 7.1 Punctuate sentences using the comma. 7.2 Punctuate sentences using correct end-of-sentence punctuation. 7.3 Punctuate sentences with colons, semi-colons, and dashes. 7.4 Punctuate sentences using correct capitalization.

		7.5 Punctuate sentences requiring parentheses.
		7.6 Use correct abbreviations.
		7.7 Use correct form of numbers
		7.8 Apply proper rules of word division.
8.	Proofreading and reading techniques	8. Develop proofreading and reading skills.
		8.1 Improve reading skills.
		8.2 Transfer reading skills to proper proofreading techniques.
		8.3 Skim and check for format errors.
		8.4 Read for typographical and content errors.
		8.5 Review material for inconsistencies.
		8.6 Identify and use proofreader's symbols.
9.	Written business communication	9. Demonstrate the knowledge and skills necessary for writing business correspondence.
		9.1 Write grammatically correct sentences.
		9.2 Supply synonyms for words.
		9.3 Change sentences to the "You" point of view.
		9.4 Change sentences to positive approach.

		9.5	Write concise sentences.
		9.6	Identify the parts of a letter.
		9.7	Correct errors in business letters.
		9.8	Prepare replies to business letters.
		9.9	Identify the buffer approach.
		9.10	Identify the "goodwill" approach.
		9.11	Define business letter terms.
		9.12	List the steps in planning the letter.
		9.13	Identify the framework of the sales letter.
10.	Composing business documents	10.	Demonstrate knowledge of composition by composing and keyboarding business letters.
		10.1	Compose and key a special request letter.
		10.2	Compose and key a refusal of credit letter.
		10.3	Compose and key a thank you letter.
		10.4	Compose and key a sales letter.
		10.5	Compose and key a good will letter.
		10.6	Compose and key mailable letters.

11.	Manuscript reports and memorandums	11. Demonstrate the ability to compose from rough drafts and instructions manuscript reports and interoffice memorandums with the degree of accuracy specified in the competencies. 11.1 Prepare and key manuscript reports. 11.2 Prepare and key a memorandum.
12.	Decision-making skills	12. Describe attributes essential to the successful operation of an organization. 12.1 Organize and plan a program of work. 12.2 Recognize the need for a line of authority and carry out responsibilities. 12.3 Apply human relation skills in the organization. 12.4 Solve problems using a decision-making process. 12.5 Apply the principles of parliamentary procedure in a meeting situation. 12.6 Describe the need for evaluation processes with a variety of management techniques.

13.	Business Professionals of America	13. Participate in Business Professionals of America. 13.1 Participate as a member in a variety of individual and chapter activities. 13.2 Apply course concepts to projects sponsored by Business Professionals of America. 13.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 13.4 Apply leadership and thinking skills through Business Professionals of America and related activities.
14.	Leadership and thinking skills	14. Apply leadership and thinking skills through Business Professionals of America and related activities. 14.1 Demonstrate leadership development in: a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0354 Applied Business Mathematics

07.0354 Applied Business Mathematics, a full-year, single-period course, provides a review of mathematical concepts and procedures frequently used in the world of business. It also provides instruction in applying mental arithmetic, pencil/paper computation, calculators, and computers to real-life business problems. Grade level: 10-12. (Math graduation credit may be awarded for this business course.)

The program will provide instruction in:	The student will be expected to:
1. Estimation and computation	1. Determine the appropriate mathematical procedure in a particular situation, and then perform the procedure correctly.
	1.1 Describe situations where an estimated solution is sufficient, and other situations where an exact answer is required.
	1.2 Estimate answers to addition, subtraction, multiplication, and division problems, involving both whole numbers and decimals.
	1.3 Utilize mental arithmetic to produce exact solutions to simple addition, subtraction, multiplication, and division problems.
	1.4 Utilize a pencil and paper to calculate addition, subtraction, multiplication, and division problems, involving whole numbers, decimals, and fractions.

1.5 Utilize a numerical keypad or electronic calculators to calculate addition, subtraction, multiplication, and division problems, involving whole numbers, decimals, and fractions.

1.6 Describe situations in which a chart would be the most efficient tool for obtaining an answer.

1.7 Describe situations in which a digital computer would be the most efficient tool for performing mathematical calculations.

2. Wages

2. Solve problems involving the computation of gross pay.

2.1 Define gross pay, deductions, net pay, overtime pay, and time card.

2.2 Utilize appropriate estimating strategies to estimate the gross pay for individual employees.

2.3 Calculate, precisely, both gross pay and net pay, for individual employees.

2.4 Explain and demonstrate why a computer would be the most efficient device for preparing an entry company's payroll.

3.	Commission	3. Solve problems involving the calculation of commission.
		3.1 Define commission, commission rate, quota, gross earnings, salary, sales slip, travel, expense, total sales, and piecework.
		3.2 Convert percents to their decimal equivalents.
		3.3 Convert decimals to their percent equivalents.
		3.4 Calculate both commission and total pay.
4.	Taxes	4. Solve problems involving the calculation of sales tax, real estate taxes, and income tax.
		4.1 Define revenue, tax base, assessment, tax return, credit, deduction, dependent, and tax schedule.
		4.2 Use mental arithmetic to calculate sales tax on small amounts.
		4.3 Utilize a sales tax chart to determine the amount of tax.
		4.4 Utilize an electronic calculator to calculate real estate (property) taxes.
		4.5 Given the projected local budget and the tax base, use an electronic calculator to determine an appropriate tax rate. Express the tax rate three different ways -- as a percent, as a decimal, and as an amount per $1000.

		4.6 Utilize a tax table and a tax rate schedule to determine the amount of federal tax.
		4.7 Complete a federal income tax short form.
5.	Insurance	5. Solve problems involving automobile insurance, homeowner's insurance, and life insurance.
		5.1 Define group insurance, liability, replacement value, rider, and term insurance.
		5.2 Calculate the annual premium for a policy using an automobile insurance premium chart.
		5.3 Calculate the insurance company's payment and the driver's payment in a variety of situations involving both bodily injury and damage to the automobile.
		5.4 Calculate the cost of homeowner's insurance using an insurance rate chart.
		5.5 Calculate the total cost of an insurance policy which includes riders for particularly valuable property items.

5.6 Describe the differences in benefits and premiums among various types of life insurance, including term and whole life.

5.7 Calculate and compare the premiums of various life-insurance options.

6. Interest

6. Solve problems involving the computation of compound interest.

6.1 Define principal, interest, rate of interest, annual percentage rate, time, and compound interest.

6.2 Compute the amount of interest when the interest is compounded annually.

6.3 Compute the amount of interest when the interest of compounded semi-annually.

6.4 Compute the amount of interest when the interest is compounded quarterly. Round all answers to two decimal places.

7. Loans

7. Apply the concept of interest to problems involving various types of loans.

7.1 Define installments, finance charge, term, fixed-rate, and mortgage.

		7.2	Given the interest rate, the term, and the amount financed, use an amortization table to determine monthly payments.
		7.3	Given the selling price, down payment, monthly payment, and duration of loan, determine the total finance charges and the annual percentage rate.
8.	Sales	8.	Solve a variety of mark-up and mark-down problems.
		8.1	Define cash discount, cost, overhead, mark-up and mark-down, and sale price.
		8.2	Compute the amount of mark-up and the selling price when the mark-up is based on the cost.
		8.3	Compute the percent of mark-up based on the cost.
		8.4	Compute the amount of mark-up and the cost when the mark-up is based on the selling price.
		8.5	Compute the percent of mark-up based on the selling price.
		8.6	Compute the amount of mark-down and the new selling price.

8.7 Compute the percent of mark-down given the original price and the new selling price.

8.8 Analyze how a computerized pricing/inventory system could make mark-ups and mark-downs substantially easier.

9. Statistics

9. Assemble, manipulate, and interpret numerical data.

9.1 Define mean, median, mode, tally sheet, frequency distribution, bar graph, pie chart, and sample.

9.2 Create a tally sheet and a frequency distribution.

9.3 Portray data in a frequency distribution by using a bar graph.

9.4 Portray data from a frequency distribution by using a pie chart.

9.5 Describe situations in which a bar graph would be more appropriate than a pie chart.

9.6 Find the arithmetic mean of several numbers.

9.7 Find the mode of several numbers.

9.8 Find the median of several numbers.

			9.9 Solve simple, business-related problems which require the correct interpretation of charts, graphs, and frequency distributions.
10.	Metric measurement	10.	Correctly interpret international orders which use metric units of measure.
			10.1 Measure objects, and express their lengths to the nearest millimeter and to the nearest centimeter.
			10.2 Estimate lengths, widths, and heights of objects, using metric units.
			10.3 Explain how the use of the comma in place of a decimal point in some countries can lead to misunderstandings involving international orders. Explain further how the National Bureau of Standards has acted to minimize the danger of such misunderstandings.
			10.4 Calculate perimeter using metric units.
			10.5 Estimate the contents of containers; use the appropriate metric units of capacity.

10.6 Calculate the specific gravity of various common substances.

10.7 In degrees Celsius, specify the boiling point of water, normal body temperature, normal room temperature, and the point at which water freezes.

11. Consumer applications

11. Apply business mathematics to personal or consumer-oriented problems.

11.1 Define bank statement, balance, comparison shopping, finance charge, deposit, and unit price.

11.2 Given an electronic calculator and realistic data, calculate the finance charge on credit card purchases.

11.3 Given an electronic calculator, determine the "best deal" by calculating unit prices.

11.4 Balance a personal checking account.

11.5 Convert a recipe from metric units to English (customary) units.

11.6 Demonstrate an understanding of the 24-hour clock by correctly interpreting airline or train schedules.

12. Business Professionals of America

12. Participate in Business Professionals of America.

12.1 Participate as a member in a variety of individual and chapter activities.

12.2 Apply course concepts to projects sponsored by Business Professionals of America.

12.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

12.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

13. Leadership and thinking skills

13. Apply leadership and thinking skills through Business Professionals of America and related activities.

13.1 Demonstrate leadership development in:

a. social and interpersonal skills.

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c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0355 Specialized Information Processing

07.0355 Specialized Information Processing, a full-year, block (two periods), two-year program, prepares students to perform a variety of business functions in an automated office setting. The content/emphasis of these learning experiences may be structured to specific vocational specialities such as but not limited to medical, legal, insurance, and banking. (The course applications selected should match the career objectives of students enrolled in the program.)

The program will provide instruction in:	The student will be expected to:
1. Application theory	1. Explore computer functions using software applications.
	1.1 Describe need for application software in course specialty.
	1.2 Explain different types of software applications.
	1.3 Explain advantages and disadvantages of various software applications.
	1.4 List various categories of software applications.
	1.5 List software sources.
2. Specialized word processing applications	2 Explain and perform document preparation and processing.
	2.1 Explain word processing applications in document development.
	2.2 Explain word processing applications in correspondence.
	2.3 Explain word processing applications in desktop publishing.

2.4 Interpret operating manuals.

2.5 Identify word processing terms.

2.6 Format documents.

2.7 Develop applications specific to course specialty.

2.8 Compose documents used in specialty area.

3. Specialized telecommunications

3. Understand the process of transmitting and receiving information.

3.1 Define telecommunications.

3.2 Describe advantages and disadvantages of telecommunications.

3.3 Describe popular modes for transmitting data.

3.4 List applications possible with specialized telecommunications.

3.5 Define basic terminology of telecommunications.

3.6 Describe applications specific to course specialty.

4.	Electronic mail	4.	Communicate electronically.
		4.1	Define electronic mail.
		4.2	List the categories of electronic mail service.
		4.3	List the equipment necessary to facilitate electronic mail.
		4.4	Describe the uses of electronic mail.
		4.5	Identify the advantages and disadvantages of electronic mail.
		4.6	Use an electronic directory to locate complete names and addresses.
		4.7	Explain the process of a facsimile machine.
		4.8	Identify steps for submitting material using a facsimile machine.
		4.9	Record information regarding material sent.
		4.10	Verify to sender that process has been completed.
		4.11	File copy of facsimile order.
		4.12	Return original order to sender with verification.
		4.13	Experience application specific to course specialty.

5. Conventional mail services	5. Communicate by means of conventional mail services. 5.1 Use a postal scale to calculate correct postage. 5.2 Differentiate between the various classes of conventional mail. 5.3 Differentiate between various postal services (e.g. courier, overnight, insured, etc.).
6. Electronic filing	6. Manage and control records. 6.1 Learn and apply ARMA filing rules. 6.2 Use a traditional filing system and establish an electronic filing system. 6.3 Identify the uses for an electronic filing system. 6.4 Define the equipment necessary for electronic filing. 6.5 List the advantages and disadvantages of electronic filing. 6.6 Retrieve information from various filing systems. 6.7 Store, duplicate, transmit records electronically. 6.8 Maintain personal records. 6.9 Maintain financial records.

			6.10 Maintain data records.
			6.11 Update electronic data files.
			6.12 Experience applications specific and specialty.
7.	Appropriate specialized behavior	7.	Demonstrate appropriate behavior in the business office.
			7.1 Identify appropriate work habits.
			7.2 Define business etiquette.
			7.3 Identify means of improving self-understanding and self-esteem.
			7.4 Describe characteristics needed for career growth and career satisfaction.
			7.5 Explain the need for constructive criticism.
			7.6 Complete assignments on a priority basis.
8.	Specialized proofreading and editing	8.	Demonstrate ability to proofread and edit specialized assignments.
			8.1 Explain the proper procedure for proofreading.
			8.2 List the advantages of proofreading.
			8.3 Define editing.
			8.4 Punctuate sentences correctly.

		8.5	Capitalize appropriately.
		8.6	Write numbers correctly.
		8.7	Demonstrate proper use of word division.
		8.8	Demonstrate ability to rearrange text.
		8.9	Use reference materials.
		8.10	Demonstrate ability to proofread and edit specialized assignments.
9.	Composition of specialized correspondence	9.	Compose specialized correspondence.
		9.1	Compose a letter giving directions.
		9.2	Compose a letter requesting information.
		9.3	Compose an agenda.
		9.4	Compose variety of specialized letters with information supplied.
10.	Business Professionals of America	10.	Participate in Business Professionals of America.
		10.1	Participate as a member in a variety of individual and chapter activities.

10.2 Apply course concepts to projects sponsored by Business Professionals of America.

10.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

10.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

11. Leadership and thinking skills.

11. Apply leadership and thinking skills through Business Professionals of America and related activities.

11.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0359 Employment Seminar

07.0359 Employment seminar, a half-year, single-period course, provides students with the opportunity to develop skills needed to seek, obtain, maintain employment, and change careers. Grade level: 12.

The program will provide instruction in:	The student will be expected to:
1. Employment opportunities	1. Demonstrate the ability to identify employment opportunities.
	1.1 Identify requirements for the job.
	1.2 Investigate educational opportunities.
	1.3 Investigate occupational opportunities.
	1.4 Locate resources for finding employment.
	1.5 Confer with prospective employers.
	1.6 Identify job trends.
2. Employment seeking skills	2. Demonstrate the ability to apply employment-seeking skills.
	2.1 Locate job openings.
	2.2 Document skills and abilities in a resume form.
	2.3 Prepare for an interview.
	2.4 Participate in an interview.
	2.5 Complete required employment tests.
	2.6 Complete required employment forms.

		2.7 Write an application letter.
		2.8 Write a follow-up letter.
		2.9 Write an acceptance letter.
		2.10 Evaluate a job offer.
		2.11 Evaluate a job rejection.
3.	Employment capabilities	3. Demonstrate the ability to interpret employment capabilities.
		3.1 Match interest to job area.
		3.2 Match aptitudes to job area.
		3.3 Identify immediate work goal.
		3.4 Develop a career plan.
		3.5 Evaluate a geographical area as a place to live.
		3.6 Evaluate a career change.
		3.7 Evaluate benefits of an internal promotion.
4.	Work behavior and ethics	4. Understand the importance of appropriate work behavior and ethics.
		4.1 Exhibit dependability.
		4.2 Demonstrate punctuality.
		4.3 Exhibit positive behavior.
		4.4 Follow rules and regulations.

4.5 Recognize the consequences of dishonesty.

4.6 Use business work ethics.

4.7 Complete assignments in an accurate and timely manner.

4.8 Control emotions.

4.9 Assume responsibility for own decisions and actions.

4.10 Exhibit pride and loyalty.

4.11 Exhibit ability to handle pressures and tensions.

4.12 Demonstrate ability to set priorities.

4.13 Demonstrate problem-solving skills.

5. Safe and healthy environments

5. Demonstrate the ability to maintain a safe and healthy work environment.

5.1 Comply with safety and health rules.

5.2 Utilize equipment correctly.

5.3 Use appropriate actions during emergencies.

5.4 Maintain a clean and orderly work area.

5.5 Demonstrate personal hygiene and cleanliness.

6. Portraying a business-like image	6. Demonstrate ability to maintain a business-like image. 6.1 Participate in company or agency orientation. 6.2 Demonstrate knowledge of company or agency products and services. 6.3 Read current job-related publications. 6.4 Support and promote employer's company image and purpose. 6.5 Maintain appearance to comply with company standards.
7. Employer/employee relationships	7. Understand what relationships exist between employers and employees. 7.1 Learn strategies to deal with varying employer work styles. 7.2 Recognize need for expectations from employer. a. performance feedback. b. equitable wages and benefits. c. open communications. d. professional work environment.

8.	Human relations at work	8.	Demonstrate ability to maintain working relationships with others.
		8.1	Work productively with others.
		8.2	Show empathy, respect, and support for others.
		8.3	Demonstrate procedures and assist others when necessary.
		8.4	Recognize, analyze, and solve or refer problems.
		8.5	Minimize occurrence of problems.
		8.6	Channel emotional reaction constructively.
9.	Communication on the job	9.	Demonstrate the ability to communicate on the job.
		9.1	Read and comprehend written communications and information.
		9.2	Use oral communications effectively.
		9.3	Listen attentively.
		9.4	Use telephone etiquette.
		9.5	Follow written and oral directions.
		9.6	Ask work-related questions.

		9.7 Locate information in order to accomplish tasks.
		9.8 Prepare written communications.
		9.9 Utilize keyboarding skills.
10.	Adaptation to change	10. Demonstrate the ability to adapt to change.
		10.1 Recognize the need for change.
		10.2 Demonstrate the willingness to learn.
		10.3 Demonstrate flexibility.
		10.4 Seek work challenges.
		10.5 Participate in continuing education.
11.	Business Professionals of America	11. Participate in Business Professionals of America.
		11.1 Participate as a member in a variety of individual and chapter activities.
		11.2 Apply course concepts to projects sponsored by Business Professionals of America.
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11.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

12. Leadership and thinking skills

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12.1 Demonstrate leadership development in:

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CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0401 Office Supervision and Management

07.0401 Office Supervision and Management, a half-year, single-period course, prepares students with methods for planning, organizing, controlling, and evaluating procedure for meeting the information needs of business. Grade level: 12.

The program will provide instruction in:	The student will be expected to:
1. Need for supervision/management	1. Understand needs of a well-organized office.
	1.1 Define organizational patterns and structures used within various companies.
	1.2 Understand method of selecting appropriate management structure.
	1.3 Study organizational patterns of several model companies.
	1.4 Develop an understanding of ergonomics as it relates to the office atmosphere.
2. Role of the supervisor/manager	2. Understand job description of a supervisor/manager.
	2.1 Research training and preparation needed for role as a supervisor/manager.
	2.2 Discuss human relations qualities needed for success as a supervisor/manager.
	2.3 Discuss general duties of a supervisor/manager.

3. Ergonomics	3. Understand factors that influence purchases of equipment and furnishings. 3.1 Discuss factors to be considered in planning an office arrangement. 3.2 Describe safety considerations when planning office facilities. 3.3 Discuss selection of vendors when deciding upon equipment needs. 3.4 Discuss budgetary planning and limitations.
4. Managing workers	4. Understand management tactics needed to guide employees. 4.1 Discuss and develop skills needed in areas of oral communication, written communication, body language, and listening. 4.2 Discuss common problems in an office setting and develop tactics to use in overcoming problems. 4.3 Role play common manager-employee relationships.

5. Organizing work schedules, meetings, and conferences	5. Understand complexities in coordinating tasks for schedules, meetings, planning other functions. 5.1 Discuss need for employee records and log sheets to help in scheduling work schedules. 5.2 Organize meeting schedules and related follow-up. 5.3 Schedule travel, vacation, and evaluations.
6. Environment control	6. Understand environmental factors that affect the productivity of employees. 6.1 Describe effects of temperature, humidity, and noise. 6.2 Visit offices and evaluate the quality of the environmental factors. 6.3 Study office arrangements for work stations and discuss advantages and disadvantages of various patterns of arrangement.
7. Security	7. Develop an awareness of security needs. 7.1 Establish security procedure for records management.

		7.2 Practice appropriate confidentiality.
		7.3 Develop security awareness.
8.	Inventory control	8. Keep inventories of major equipment and supplies.
		8.1 Develop an inventory of equipment within a given location.
		8.2 Develop an inventory system for recording and controlling supplies distribution.
9.	Inservice training	9. Understand the types of inservice training that are appropriate for an office situation.
		9.1 Discuss types of training needed for new employees.
		9.2 Discuss types of training desirable for established employees.
		9.3 Research available sources for inservice training.
10.	Procedures manuals	10. Study procedures manuals from offices and determine criteria for developing a manual.
		10.1 Examine available manuals for content.
		10.2 Establish a procedures manual for a simulated office situation.

11. Records management	11. Understand kinds of records management needed in a well organized office. 11.1 Apply ARMA filing procedures. 11.2 Develop understanding of procedures for managing software media. 11.3 Develop understanding of procedures for managing records using microfilm and microfiche. 11.4 Develop understanding of retrieval methods for all types of media.
12. Communications systems	12. Understand commonly used communications systems in the modern office. 12.1 Analyze telecommunications. 12.2 Use electronic mail. 12.3 Discuss desktop publishing for in-house communications. 12.4 Discuss teleconferencing. 12.5 Discuss facsimile, OCR, and intelligent copiers as related to the total communications system.
13. Evaluation methods	13. Understand commonly used methods for evaluating employee performance. 13.1 Examine forms used for evaluation.

13.2 Discuss tactics used in the evaluation conference.

13.3 Discuss follow-up procedures for evaluations.

14. Businsess Professionals of America

14. Participate in Business Professionals of America.

14.1 Participate as a member in a variety of individual and chapter activities.

14.2 Apply course concepts to projects sponsored by Business Professionals of America.

14.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

14.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

15. Leadership and thinking skills

15. Apply leadership and thinking skills through Business Professionals of America and related activities.

15.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communications.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedure.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0402 Business Ownership

07.0402 Business Ownership, a half-year, single-period course, provides students with instruction in financing, marketing, staffing, and managing a service-based and a manufacturing-based business. Grade level: 12.

The program will provide instruction in:	The student will be expected to:
1. Entrepreneurship	1. Identify and explain basic characteristics of entrepreneurship.
	1.1 Describe entrepreneurship - merchandising/service.
	1.2 Describe the possibility of risk.
	1.3 Describe the basic factors contributing to success.
	1.4 Identify personal characteristics and qualities of the successful entrepreneur.
	1.5 Determine ability to be a success.
	1.6 Identify means of obtaining technical assistance.
	1.7 Explain the different types of ownership.
	1.8 Explain a franchise/dealer relationship.
	1.9 Interpret current government rules and regulations pertaining to the small business entrepreneur and summarize their importance.

2.	Decision making	2. Make decisions pertinent to the operation of a service/merchandising business. 2.1 Identify advantages and disadvantages of each type of ownership. 2.2 Recognize and determine the most appropriate type of ownership. 2.3 Determine the best location. 2.4 Determine the best layout for a business. 2.5 Analyze information on and evaluate different equipment, supplies, etc.
3.	Financing	3. Identify and explain the considerations necessary in financing a service/merchandising business. 3.1 Describe start-up costs. 3.2 Explain means of obtaining financial assistance. 3.3 Explain the importance of a sound credit rating. 3.4 Demonstrate the ability to prepare financial records and reports. 3.5 Outline long-range plans of a service/merchandising business.

4.	Operating and managing	4.	Identify and explain the basic fundamentals of operating and managing a business.
		4.1	Describe the role of management in operating and managing a business.
		4.2	Develop company goals.
		4.3	Describe kinds of records necessary for business operations.
		4.4	Explain operating policies.
		4.5	Interpret operating results as they pertain to operating budgets and industry.
		4.6	Explain legal considerations for small business operations.
		4.7	Explain inventory control systems.
		4.8	Describe risk management alternatives (fire, theft, liability, etc.).
		4.9	Develop consumer credit plans.
		4.10	Demonstrate procedures for collection of accounts.
		4.11	Describe the need for an equipment maintenance plan.
		4.12	Describe the need for an adequate maintenance plan of the facilities.
		4.13	Establish customer service guidelines.

5.	Marketing	5.	Identify and explain the basic fundamentals of marketing a business.
		5.1	Explain the aspects of a sound business image.
		5.2	Explain product/service variety.
		5.3	Describe factors affecting competition and market share.
		5.4	Explain seasonal trends.
		5.5	Analyze sales potential.
		5.6	Explain company pricing strategies.
		5.7	Explain legal considerations of pricing policies.
		5.8	Implement and evaluate an advertising campaign.
		5.9	Explain advantages and disadvantages of an advertising agency.
		5.10	Develop sales incentive programs.
6.	Staffing	6.	Identify the basic fundamentals of staffing a business.
		6.1	Establish position descriptions.
		6.2	Establish employee policies.
		6.3	Design recruitment strategies guidelines.

		6.4 Explain salary and fringe benefits.
		6.5 Establish employee training programs.
		6.6 Establish personnel evaluation procedures.
		6.7 Maintain personnel records.
7.	Employer/employee relations	7. Describe the conditions of employer/employee relations.
		7.1 Establish personnel complaint/grievance guidelines.
		7.2 Describe the need for employee motivation.
8.	Business Professionals of America	8. Participate in Business Professionals of America.
		8.1 Participate as a member in a variety of individual and chapter activities.
		8.2 Apply course concepts to projects sponsored by Business Professionals of America.
		8.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

8.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

9. Leadership and thinking skills

9. Apply leadership and thinking skills through Business Professionals of America and related activities.

9.1 Demonstrate leadership development in:

a. social and interpersonal skills.

b. oral and written communication.

c. organization and participatory management skills.

d. civic responsibilities.

e. parliamentary procedures.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0599 Cooperative Business Internship

07.0599 Cooperative Business Internship, includes both related instruction (a full-year, single-period course), and on-the-job training (internship experience for a block of instructional time in a live office or business environment). The classroom-based instruction is designed to prepare individuals for successful business employment and reinforce skills needed for success on the job. Credit is awarded for both classroom work and on-the-job training. Grade level: 11-12.

The program will provide instruction in:	The student will be expected to:
1. Pre-employment skills	1. Describe employment trends and identify tentative career objectives based upon accurate and current occupational/self information.
	1.1 Classify individual capabilities relative to career interests.
	1.2 Analyze work attitudes and work habits.
	1.3 Identify interests that develop self-image.
	1.4 Synthesize aptitudes for mathematics, oral and written communication, data, human relations, and vocabulary skills.
	1.5 Classify aptitude, personal traits, interests, abilities and demands needed for specific business and related occupations.
	1.6 Research entry-level business careers.
	1.7 Sequence goals that give a sense of direction to life and careers.

2.	Employment skills	2. Demonstrate an ability to complete employment procedures and complete employment forms.
		2.1 Classify job opportunities.
		2.2 Evaluate personal job potential.
		2.3 Prepare a resume.
		2.4 Create a letter of application.
		2.5 Classify and explain job interview skills.
		2.6 Participate in a simulated job interview.
		2.7 Complete job application forms.
		2.8 Complete and evaluate a simulated employment test.
		2.9 Apply interview follow-up procedures.
		2.10 Classify and evaluate entry-level business position qualifications.
		2.11 Evaluate employee benefit packages.
		2.12 Analyze and conform to the training agreement.

3. Job skills

3. Demonstrate an ability to recognize good skills used in the performance of duties while employed.

3.1 Explain the legal responsibilities of the employer and employee.

3.2 Classify and evaluate good human relation skills on the job and in the classroom.

3.3 Calculate hours, gross pay, deductions, and net pay.

3.4 Create a program for job advancement that recognizes the characteristics needed for success.

3.5 Distinguish qualifications for job promotion.

3.6 Evaluate membership in specific professional organizations.

3.7 Classify procedures for terminating a job.

3.8 Classify procedures for terminating an employee from a job.

3.9 Display effective citizenship through service to others (professional and personal).

3.10 Appreciate and accept constructive performance evaluations.

3.11 Reinforce job skills in the classroom.

4. Life skills	4. Develop an appreciation of life skills. 4.1 Develop a personal budget. 4.2 Complete and evaluate personal income tax forms.
5. Business Professionals of America	5. Participate in Business Professionals of America. 5.1 Participate as a member in a variety of individual and chapter activities. 5.2 Apply course concepts to projects sponsored by Business Professionals of America. 5.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 5.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCTION
07.0601 Applied Business Technology

07.0601 Applied Business Technology, a half-year or full-year, block program (two periods), prepares individuals to record and transcribe communications and data and to abstract, classify and file information. Use of business technology is integrated into instruction. Grade level: 10-12.

The program will provide instruction in:	The student will be expected to:
1. Employment	1. Demonstrate the knowledge and skills necessary to acquire employment.
	1.1 Identify job opening sources.
	1.2 Compose and key an application letter and resume.
	1.3 Identify the steps in interview preparation and participate in an interview.
	1.4 Determine and revise as needed personal performance goals for the school year, and conduct self-evaluations.
	1.5 Align career goals based on identified aptitudes, traits, interests, and abilities.

2.	Communications	2	Demonstrate ability to apply basic written communication skills.
		2.1	Compose simple business communications using correct grammar, letter-writing principles and all relevant information.
		2.2	Demonstrate proper telephone techniques and manners.
3.	Word processing	3.	Process business documents.
		3.1	Process business documents.
		3.2	Proofread, correct errors, and make editorial changes in documents.
4.	Records management	4.	Demonstrate skill in files organization and management.
		4.1	File materials in an alphabetic, geographic, numeric, or subject filing system as appropriate.
5.	Business applications/simulations	5.	Complete tasks performed by office workers.
		5.1	Apply knowledge of business technology through business applications and/or simulations.

6.	Business Professionals of America	6.	Participate in Business Professionals of America.
		6.1	Participate as a member in a variety of individual and chapter activities.
		6.2	Apply course concepts to projects sponsored by Business Professionals of America.
		6.3	Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		6.4	Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0607 Abbreviated Writing

07.0607 Abbreviated Writing, a half-year or full-year, single-period course, prepares individuals to take direct dictation of correspondence, reports, instructions and directions, and other materials by hand and to transcribe dictated materials. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Theory principles	1. Demonstrate knowledge and skill of a system of taking notes quickly and legibly for future use.
	1.1 Demonstrate fully the alphabetic principles in terms of applying them to writing the most frequently used words and phrases.
	1.2 Read familiar and unfamiliar abbreviated writing plates.
	1.3 Take dictation from familiar bookplate material and transcribe.
2. * Dictation and transcription	2. Demonstrate ability to transcribe dictated materials into acceptable transcript form from both familiar and unpreviewed dictation.
	2.1 Take dictation from unpracticed, unpreviewed material.
	2.2 Spell words used in dictation and transcription.
	2.3 Use correct grammar and punctuation in transcription.
	2.4 Select the correct word to be inserted into a sentence for an omitted word.

3.	Business Professionals of America	3.	Participate in Business Professionals of America.
		3.1	Participate as a member in a variety of individual and chapter activities.
		3.2	Apply course concepts to projects sponsored by Business Professionals of America.
		3.3	Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		3.4	Apply leadership and thinking skills through Business Professionals of America and related activities.

*** Include in the full-year course.**

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0701 Keyboarding/Document Formatting

07.0701 Keyboarding/Document Formatting, each a half-year, single-period course, prepares individuals to use an electronic keyboard correctly for proficiency in producing personal and business documents. Keyboarding is to be taken prior to enrolling in Document Formatting. Document Formatting is to be taken prior to enrolling in Document Processing or Intermediate Keyboarding. Grade level: 7-12.

The program will provide instruction in:	The student will be expected to:
1. Keyboard mastery and related skills	1. Demonstrate ability to operate the keyboard using touch method.
	1.1 Identify machine parts.
	1.2 Apply principles of machine operations.
	1.3 Utilize machine function keys.
	1.4 Demonstrate correct keyboarding techniques.
	1.5 Demonstrate keyboard proficiency.
	1.6 Evaluate speed and accuracy progress.
2. Formatting techniques	2. Apply principles of formatting.
	2.1 Set margins and tabs.
	2.2 Center horizontally and vertically.
	2.3 Tabulate multiple columns.

3.	Formatting documents	3.	Develop information processing skills.
		3.1	Key a personal business letter.
		3.2	Key material in theme form.
		*3.3	Key bound and unbound manuscripts with or without side headings.
		*3.4	Key manuscripts with or without footnotes, endnotes, and citations.
		*3.5	Key title page, table of contents, and bibliography.
		*3.6	Key block and modified block style letters with open and mixed punctuation.
		*3.7	Prepare envelopes.
		*3.8	Format interoffice memos.
		*3.9	Key multi-column tables with or without column headings.
4.	*Editing	4.	Identify and correct errors.
		4.1	Utilize proofreaders' marks in rough copy.
		4.2	Type from arranged and unarranged copy.
		4.3	Demonstrate proper correction techniques.

5.	Business Professionals of America	5.	Participate in Business Professionals of America.
		5.1	Participate as a member in a variety of individual and chapter activities.
		5.2	Apply course concepts to projects sponsored by Business Professionals of America.
		5.3	Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		5.4	Apply leadership and thinking skills through Business Professionals of America and related activities.

*** Include in Document Formatting course.**

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0703 Business Communications

07.0703 Business Communications, a half-year or full-year, single-period course, emphasizes the refinement of the English language arts skills needed for effective oral and written communications. Extensive preparation in composing and analyzing business communications is provided. Grade level: 9-12. (English graduation credit may be awarded for this business course.)

The program will provide instruction in:	The student will be expected to:
1. English fundamentals	1. Use written language correctly in terms of grammar, punctuation, spelling, style, and usage.
	1.1 Locate and record general information found in a dictionary.
	1.2 Write correct spelling and definitions for commonly used business and consumer terms.
	1.3 Demonstrate ability to write a correct sentence.
	1.4 Write complete sentences using various parts of speech including possessive forms.
	1.5 Demonstrate ability to use correct punctuation, capitalization, abbreviations, and numbers.

2.	Written and oral communication	2. Analyze and implement the various aspects of communication: reading, writing, listening, and speaking. 2.1 Demonstrate the knowledge of composition by producing business letters. 2.2 Identify and apply practices associated with effective formal and informal oral presentations. 2.3 Follow oral and written instructions.
3.	Business Professionals of America	3. Participate in Business Professionals of America. 3.1 Participate as a member in a variety of individual and chapter activities. 3.2 Apply course concepts to projects sponsored by Business Professionals of America. 3.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 3.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0705 Business Technology and Procedures

07.0705 Business Technology and Procedures, a half-year or full-year, single-period course, prepares individuals to perform a variety of support duties such as copying data, compiling records and reports, providing information, operating business technology, and handling mail and correspondence. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Employment	1. Demonstrate the knowledge and skills necessary to acquire employment.
	1.1 Identify job opening sources.
	1.2 Identify classifications of business workers.
	1.3 Compose and key an application letter and resume.
	1.4 Identify purposes and types of interviews.
	1.5 Identify qualities of an applicant.
	1.6 Identify interview questions.
	1.7 Participate in an interview.

2.	Communications	2. Demonstrate ability to apply basic oral and written communication skills.
		2.1 Produce written communications as assigned.
		2.2 Compose simple business communications.
		2.3 Demonstrate proper telephone techniques and manners.
		2.4 Receive, place, and transfer calls.
		2.5 Analyze a telephone directory.
		2.6 Take telephone messages.
		2.7 Classify special telephone services.
		2.8 Demonstrate knowledge of global time zones.
		2.9 Key an itinerary.
3.	Mail processing	3. Demonstrate knowledge of mail services, electronic mail and telecommunications.
		3.1 Describe the classes of USA mail and special mailing services.
		3.2 Identify duties of an office worker in handling incoming and outgoing mail.
		3.3 Address envelopes using suggested format of the United Postal Service.

			3.4 Evaluate and describe electronic mail and telecommunication processes.
4.	Records management	4.	Understand concepts of files organization and management.
			4.1 File materials in alphabetic, geographic, numeric and subject filing systems.
			4.2 Compare the advantages and disadvantages of each filing system.
			4.3 Prepare cross reference sheets when appropriate.
			4.4 Inspect, index, code, sort, and arrange materials properly in folders.
			4.5 Retrieve materials or information from files and provide information in written form.
			4.6 Explain the advantages of using micrographics to retain records for a business.

5.	Reprographics	5. Demonstrate proper procedures for preparation and duplication of copy. 5.1 Use proper procedures for photocopy preparation including cutting and pasting. 5.2 Demonstrate ability to operate appropriate reprographics equipment.
6.	Calculating machines	6. Operate a calculating machine. 6.1 Operate a calculating machine using ten-key touch.
7.	Machine transcription	7. Operate available transcribing machines. 7.1 Produce documents using a transcribing machine.
8.	Business technology simulation	8. Complete tasks performed by office workers. 8.1 Apply knowledge of business technology through business applications and/or simulations.

9. Business Professionals of America	9. Participate in Business Professionals of America.
	9.1 Participate as a member in a variety of individual and chapter activities.
	9.2 Apply course concepts to projects sponsored by Business Professionals of America.
	9.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
	9.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0710 Intermediate Keyboarding

07.0710 Intermediate Keyboarding, a full-year, single-period course, prepares individuals to use an electronic keyboard correctly with emphasis on developing speed and accuracy. Students must have completed a full-year of Keyboarding/Document Formatting before enrolling in this course. Grade level: 8-12.

The program will provide instruction in:	The student will be expected to:
1. Keyboard mastery and related skills	1. Demonstrate mastery of keyboard operations and related skills. 1.1 Review principles of machine operations. 1.2 Utilize machine function keys. 1.3 Demonstrate correct keyboarding techniques.
2. Formatting techniques	2. Apply principles of formatting. 2.1 Set margins and tabs. 2.2 Center horizontally and vertically. 2.3 Tabulate multiple columns.
3. Skill development	3. Demonstrate keyboarding proficiency. 3.1 Key straight-copy material. 3.2 Key from rough-draft materials.

			3.3 Analyze types of errors.
			3.4 Utilize corrective practice.
			3.5 Develop speed and accuracy.
4.	Formatting documents	4.	Develop information processing skills.
			4.1 Review business letter styles and envelopes.
			4.2 Key business letters with special features.
			4.3 Key bound and unbound reports.
			4.4 Key title page, table of contents, outlines, and references.
			4.5 Review interoffice memo formats.
			4.6 Review multi-column tables with or without column headings.

5. Editing	5. Identify and correct errors. 5.1 Utilize proofreaders' marks in rough draft copy. 5.2 Type from arranged and unarranged copy. 5.3 Demonstrate proper correction techniques.
6. Business Professionals of America	6. Participate in Business Professionals of America. 6.1 Participate as a member in a variety of individual and chapter activities. 6.2 Apply course concepts to projects sponsored by Business Professionals of America. 6.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 6.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0799 Elementary Keyboarding

07.0799 Elementary Keyboarding, a quarter or half-year course, provides instruction for students enrolled in grades K-8 to learn proper technique for using an electronic keyboard. Instruction should occur before students learn to key complete words and sentences. Grade level: K-8. (This course is not an approved vocational-technical education course.)

The program will provide instruction in:	The student will be expected to:
1. Keyboarding	1. Demonstrate ability to operate the keyboard using touch method.
	1.1 Utilize machine function keys.
	1.2 Demonstrate correct keyboarding techniques.
	1.3 Demonstrate keyboard proficiency.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION
07.0801 Word Processing

07.0801 Word Processing, a half-year or full-year, single-period course, prepares students to operate computer-based equipment to prepare correspondence, reports, tables, forms, and other printed materials by keying and storing text and/or data in memory for subsequent revision and editing.
Grade level: 10-12.

The program will provide instruction in:	The student will be expected to:
1. Computer operating systems	1. Become familiar with computer hardware, disk formatting, copying, and handling. 1.1 Identify the components of the computer. 1.2 Use the disk operating system to format disks. 1.3 Demonstrate proper handling of disks.
2. * Evolution of word processing	2. Describe the impact word processing makes on the traditional office and identify skills and experiences required for employment. 2.1 Compare and contrast the traditional and the electronic office. 2.2 Identify specific job skills and experiences required for word processing occupations.

3.	Software application	3. Manipulate application software in the production of assigned tasks. 3.1 Use a popular word processing program to input, edit, format, delete, copy, move, insert, print, and save text. 3.2 Access and manipulate functions of the software. 3.3 Apply knowledge of software through business applications. 3.4 Demonstrate proper use of a printer and its related functions.
4.	Proofreading	4. Demonstrate ability to proofread documents and make corrections. 4.1 Demonstrate ability to proofread documents and make corrections.
5.	English usage	5. Use written language correctly in terms of grammar, punctuation, spelling, style, and usage. 5.1 Use appropriate grammar in written communications. 5.2 Spell words correctly in context. 5.3 Punctuate sentences correctly. 5.4 Select appropriate words according to context.

6.	Business Professionals of America	6.	Participate in Business Professionals of America.
		6.1	Participate as a member in a variety of individual and chapter activities.
		6.2	Apply course concepts to projects sponsored by Business Professionals of America.
		6.3	Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		6.4	Apply leadership and thinking skills through Business Professionals of America and related activities.

*** Include in the full-year course.**

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0802 Document Processing

07.0802 Document Processing, a full-year, single-period course, prepares students to process documents electronically using a variety of business environments as a basis for the work. Emphasis is placed on production of work, communication skills, language arts, and problem-solving techniques. Grade level: 8-12.

The program will provide instruction in:	The student will be expected to:
1. Keyboard mastery and related skills	1. Demonstrate mastery of keyboard operations and related skills. 1.1 Review principles of machine operations. 1.2 Utilize machine function keys. 1.3 Demonstrate correct keyboarding techniques. 1.4 Demonstrate keyboard proficiency. 1.5 Evaluate speed and accuracy progress.
2. Formatting techniques	2. Apply principles of formatting. 2.1 Set margins and tabs. 2.2 Center horizontally and vertically. 2.3 Tabulate multiple columns.

3.	Formatting documents	3.	Develop information processing skills.
		3.1	Key business letters with and without special features.
		3.2	Key bound and unbound manuscripts with and without special features.
		3.3	Key manuscripts with and without footnotes, endnotes, and citations.
		3.4	Key title page, table of contents, and bibliography.
		3.5	Prepare envelopes.
		3.6	Format interoffice memos.
		3.7	Key multi-column tables with and without column headings.
		3.8	Key business forms.
		3.9	Key an appropriate two-page letter.
4.	Editing	4.	Identify and correct errors.
		4.1	Utilize and apply proofreaders' marks in rough copy.
		4.2	Type from arranged and unarranged copy.
		4.3	Demonstrate proper correction techniques.

5.	Advanced document processing applications	5. Develop and strengthen integrated production skills. 5.1 Process a variety of realistic documents typical of those used in offices. 5.2 Develop skills in decision making and prioritizing.
6	Business Professionals of America	6. Participate in Business Professionals of America. 6.1 Participate as a member in a variety of individual and chapter activities. 6.2 Apply course concepts to projects sponsored by Business Professionals of America. 6.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 6.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS FOR BUSINESS EDUCATION

07.0901 Computer Software Applications

07.0901 Computer Software Applications, a half-year or full-year, single-period course, prepares students to complete business applications using commercially available software packages. Emphasis is placed upon using word processing, data base management, and spreadsheets. This course is to be taken prior to enrolling in Advanced Computer Software Applications. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Computer operating systems	1. Become familiar with computer hardware; disk formatting, copying, and handling; and computer components.
	1.1 Identify the components of the computer.
	1.2 Use the disk operating system to format disks, and copy disks and files.
	1.3 Demonstrate proper handling of disks.
2. Software Application	2. Manipulate application software in the production of assigned tasks.
	2.1 Use a popular word processing program to input, edit, delete, copy, move, insert, print, and save text.
	2.2 Use a popular database program to set up a data base file, sort and select records, print, and create reports.

2.3 Use a popular spreadsheet program to design and print a spreadsheet which includes formulas, functions, and formatting of numbers and labels.

•2.4 Design graphs and charts using graphing functions of the software.

•2.5 Apply knowledge of software through business applications.

3. Business Professionals of America

3. Participate in Business Professionals of America.

3.1 Participate as a member in a variety of individual and chapter activities.

3.2 Apply course concepts to projects sponsored by Business Professionals of America.

3.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.

3.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

• Include in the full-year course.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0902 Advanced Computer Software Applications

07.0902 Advanced Computer Software Applications, a half-year or full-year, single-period course, expands the principles and applications introduced in Computer Software Applications. Students are prepared to integrate business applications using software and use desktop publishing. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Review of application software	1 Review all application software studied in previous course.
	1.1 Review word processing, data base, and spreadsheet applications.
2. Integration of software applications	2. Integrate information from spreadsheet, data base, and word processing files into one practical application.
	2.1 Perform software integration.
3. Desktop publishing	3. Explain the benefits of desktop publishing and apply the major features of desktop publishing software.
	3.1 Analyze the benefits of desktop publishing.
	3.2 Import word processing files.
	3.3 Manipulate drawing tools.
	3.4 Revise, crop, place, and move graphics.
	3.5 Design and print multipage documents.

4. Business Professionals of America	4. Participate in Business Professional of America. 4.1 Participate as a member in a variety of individual and chapter activities. 4.2 Apply course concepts to projects sponsored by Business Professionals of America. 4.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning. 4.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0910 Data Base Management

07.0910 Data Base Management, a half-year, single-period course, prepares students to use commercially available data base software for producing business reports, tables and other documents. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Computer operating systems	1. Become familiar with computer hardware; disk formatting, copying, and handling; and computer components.
	1.1 Identify the components of the computer.
	1.2 Use the disk operating system to format disks, and copy disks and files.
	1.3 Demonstrate proper handling of disks.
	1.4 Use the disk operating system to delete and rename files.
	1.5 Originate and delete directories and subdirectories.
2. Using data base software	2. Store, retrieve and manipulate records using a data base package.
	2.1 Create, input, edit, and display fields and records.
	2.2 Activate and analyze the structure of data base files.
	2.3 Perform calculations and use conditions within a date base file.

		2.4 Sort and design reports.
		2.5 Add and delete information in a data base file.
		2.6 Alter the structure of a data base file.
		2.7 Create indexes and views of a data base file.
		2.8 Print file and reports using data base software.
3.	Business Professionals of America	3. Participate in Business Professionals of America.
		3.1 Participate as a member in a variety of individual and chapter activities.
		3.2 Apply course concepts to projects sponsored by Business Professionals of America.
		3.3 Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		3.4 Apply leadership and thinking skills through Business Professionals of America and related activities.

CURRICULUM STANDARDS
FOR
BUSINESS EDUCATION

07.0911 Spreadsheet Management

07.0911 Spreadsheet Management, a half-year, single-period course, prepares students to use commercially available spreadsheet software for producing business reports, tables, graphs and charts, and other documents. Grade level: 9-12.

The program will provide instruction in:	The student will be expected to:
1. Computer operating systems	1. Become familiar with computer hardware; disk formatting, copying, and handling; and computer components.
	1.1 Identify the components of the computer.
	1.2 Use the disk operating system to format disks, and copy disks and files.
	1.3 Demonstrate proper handling of disks.
	1.4 Use the disk operating system to delete and rename files.
	1.5 Originate and delete directories and subdirectories.
2. Spreadsheet terminology	2. Demonstrate knowledge of basic spreadsheet terminology.
	2.1 Demonstrate knowledge of basic spreadsheet terminology.
3. Using spreadsheet software	3. Store, retrieve and manipulate data using a spreadsheet package.
	3.1 Enter data, formulas, and functions at the desired locations.

		3.2	Edit, format, copy, move, print, and save data within a spreadsheet file.
		3.3	Analyze and use formulas and functions within a spreadsheet.
		3.4	Distinguish between labels and numbers.
		3.5	Compare absolute and relative addressing.
		3.6	Speculate using what-if questions.
		3.7	Sequence keystrokes in the creation of a macro.
		3.8	Design graphs and charts using graphing functions of the software.
		3.9	Create a data base within the spreadsheet and perform data query functions.
4.	Business Professionals of America	4.	Participate in Business Professionals of America.
		4.1	Participate as a member in a variety of individual and chapter activities.
		4.2	Apply course concepts to projects sponsored by Business Professionals of America.
		4.3	Apply course concepts to group kinds of activities reflecting teamwork and cooperative learning.
		4.4	Apply leadership and thinking skills through Business Professionals of America and related activities.